AMIGA COMPLETE SOFTWARE USER MANUAL

GOLD DISK

GOLD DISK'S
AMIGA-COMPLETE

Printed in Australia

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Overview

Welcome to ***Gold Disk's Amiga-Complete*** (hereafter referred to as ***Amiga-Complete*** for simplicity): three powerful productivity programs and two great games in one package that will bring your Amiga to life. All five programs have a lot in common: they are easy to learn, and easy to use.

Write: fast and smoothly-operating word processor. You can create documents of any size, and print them using your printer's built-in fonts and features.

- high-speed text scrolling and complete cursor control.
- full search-and-replace facilities.
- clipboard support.
- printing to any printer supported in Preferences.
- optional 'typewriter' sound effect.
- document/readability analysis

Paint: high speed brush operations and a movable toolbox make this program the ideal canvas for the artist in you.

- full complement of paint tools.
- custom brushes can be cut from a background.
- brush rotation, scaling, flipping, and mirror imaging.
- free-floating magnification window, 16 levels of zoom.
- full palette control including color spreads and swapping.
- create text brushes using any font.

Music: full notation editor and music player. Using sampled sounds and standard music notation, all under mouse control, this program will help you to create songs and sequences that will really make your Amiga sing.

- fully supports the existing SMUS file format.
- plays up to four instrument voices concurrently.
- display scores in 'sheet music' form.
- provides dotted notes and ties; whole notes to 32nd notes.
- tempo, key signature, and time signature are adjustable.
- comprehensive music editing, using the mouse.
- full on-screen 'piano style' keyboard.
- you can change volumes and tunings on individual voices.

Games: two games included as part of your ***Amiga-Complete*** package include:

- ***Silhouette*** - a brain-teasing pattern-matching puzzle that just incidentally doubles as a fascinating psychological test.
- ***Intrigue*** - an elegantly simple solitaire strategy game that every member of the family can enjoy.

Conventions Used in This Manual

The ***Amiga-Complete*** manual and the software it describes follow the standard Amiga user interface. It is assumed that you have some familiarity with basic Amiga procedures. However, as a refresher, we recommend that you read the following conventions adhered to throughout this manual.

- Bullets (•) indicate related information, lists, or sequences.
- Italic type is used for words or phrases referring to specific ***Amiga-Complete*** menus, requesters, and tools. Some examples: the *Project* menu, *File* requester, *Airbrush* tool.
- Moving the mouse pointer to a desired location, pressing and quickly releasing the left button is called "clicking". If this is done in order to activate a gadget or tool, it is sometimes referred to as "selecting".
- Placing the mouse pointer on a desired location, pressing the left button and holding it down while moving the mouse is referred to as "dragging".

Making a Working Copy of *Amiga-Complete*

We recommend that you do not use the original disks which you received in the ***Amiga-Complete*** package other than to make working copies. Immediately make one (1) backup copy to use as your working disks. Store the original ***Amiga-Complete*** disks in a safe place, retrieving only to make an additional replacement copy if your backup disk is lost or damaged. For your convenience, ***Amiga-Complete*** is not copy-protected. Please respect the fact that Gold Disk Inc. has made it easy for you to make an authorized backup to prevent risk to your original copy. Do not sell, lend, give, or otherwise distribute the ***Amiga-Complete*** programs to anyone.

Making a Backup

With one drive:

- Boot up with the Workbench disk that came with your Amiga. Then put your ***Amiga-Complete Write*** disk in the drive. Be sure that it is write-protected (slide the small plastic tab in the corner of the diskette so that the hole is uncovered).
- Select the ***Write*** disk icon.
- In the *Workbench* menu, select the *Duplicate* item, then follow the instructions that the Amiga provides.

With two drives:

- Boot up with the Workbench disk that came with your Amiga. Place the ***Amiga-Complete Write*** disk in the first drive, and a blank disk in the second drive. Be sure that the ***Write*** disk is write-protected.
- Move the mouse pointer over the ***Write*** disk icon and 'grab' the icon by pressing and holding down the left mouse button.
- Still holding down the left mouse button, drag the ***Write*** icon over on top of the icon for the blank disk; then release the button.
- Your Amiga will provide the necessary instructions to complete the backup copy.
- After the ***Write*** disk copy is finished, you should rename the copy of ***Write*** from "copy of Write" to "Write". Click once on the icon for "copy of Write", then choose the *Rename*

command from the *Workbench* menu. A box will appear containing "copy of Write". Click on the "W", hit the *Backspace* key until "copy of " has been erased, then hit the *Return* key. Make sure you delete the space after "copy of".

- Repeat above sequence for the other ***Amiga-Complete*** disks.

Registration

Please complete your registration card and return it to Gold Disk Inc. as soon as possible. As a registered owner of ***Amiga-Complete*** you are entitled to Technical Support. Registered ***Amiga-Complete*** owners receive free technical assistance through the Gold Disk Technical Support Department.

The File Requester

Something common to all the programs in the ***Amiga-Complete*** is the file requester. This is the tool that helps you save and load files.

To understand the use of the file requester, it is necessary to understand the difference between *files*, *drawers*, and *devices*.

- A *file* can either be a program, or data for a program. For instance, the ***Write*** program is a file on your ***Amiga-Complete*** disk, and a document created using ***Write*** is also a file on a disk.
- A *drawer* is a container for files. This is also referred to as a *directory*. On your ***Amiga-Complete*** disks, there are four drawers: Pictures, Instruments, Songs, and Documents. These drawers contain files appropriate to their names; in the Documents drawer, you will find a sample document, suitable for use with ***Write***. Your Amiga manual tells you how to create new drawers on your own disks.
- A *device* is a place to keep files and drawers. The disk drive in your Amiga is a device referred to as "DF0:". Individual disks each have their own name, like "Amiga-Complete" or "Empty". This is referred to as the *Volume* name. Extra memory in your Amiga is also a device called "RAM:", and if you have enough memory you can temporarily store files there.

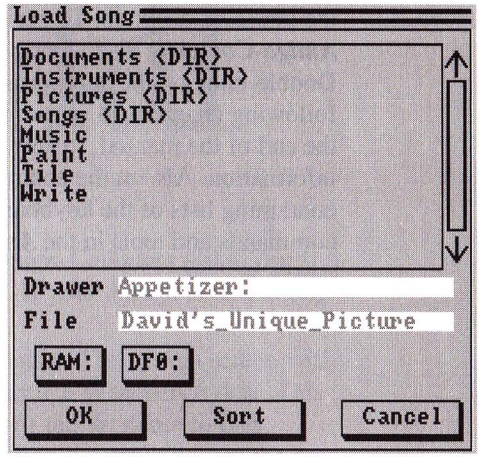
The file requester lets you navigate between devices and drawers, both to find the files you are looking for, and to put new files in places where you can find them later.

The upper portion of the file requester is a list of files and drawers currently available to you. Drawers are differentiated from files by the <DIR> that follows their name. If the list is large, you can

move up and down through it using the *scroll bar* on the right hand side. To move one file/drawer at a time, click on the up and down arrows at either end of the scroll bar.

To see the contents of a drawer, click on its name in the list; a new list will appear, showing the contents of that drawer. To leave a drawer, click on the /<PARENT> item, at the top of the list.

If you know the name of the drawer that contains the file you are looking for (or where you want to save your file), you can save time by typing the name into the box labeled "Drawer". When you press the *Return* key, the list will change to the contents of the drawer you named.



Once the list shows the drawer which contains your file, you can type the name of the file into the box labeled "File". If you are saving a file, and wish to give it a new name, you can type the name into the "File" box. When you press the *Return* key, the file will load or save, depending on the option used to open the file requester.

Another way to indicate which file you wish to choose is to double-click on the file name in the list.

To change the device (disk drive) that is currently being examined, click on one of the gadgets below the "File" box. The exact text appearing on these gadgets depends on the configuration of your system, and what devices you have available to you (though one will always be labeled "DF0:".) Clicking on one of these gadgets will provide you with a new selection of drawers and files - the ones on whatever diskette is in the selected drive.

At the bottom of the file requester is a gadget labeled "Sort". Clicking on this will alphabetize the currently displayed list of files and drawers.

If you change your mind about saving or loading a file, click the "Cancel" gadget at the lower right at any time during the file selection process. This will return you to the program in which you were working.

Technical Support

Although your local dealer should be able to help you get up and running with your Amiga, online help is available should you run into difficulties with any of the ***Amiga-Complete*** programs. Our technical support line, (416) 602-HELP is open 9:00 to 5:00 Eastern time. This phone number should be used for assistance with Gold Disk products only.

Summary

You can read the following chapters in any order you choose. Decide which of the four programs most interests you, and turn to the pertinent chapters. To get started, double-click the ***Amiga-Complete*** disk icon to display the programs on the disk. Double-click on the appropriate program's icon, as specified in the following chapters, to start that program. An index is provided at the end of the manual, to help you quickly locate specific information. Also at the end of the manual are appendices containing lists of the keyboard shortcuts that access the commands and tools in the ***Amiga-Complete*** programs.

Tutorial

To use any of the programs on the ***Amiga-Complete*** disks, you should start at the Workbench screen. If your Amiga is turned off, start in this manner:

- Turn on the Amiga and the monitor. The Amiga screen will display a picture of a hand holding a Workbench disk. This is your cue to insert your copy of the Workbench disk.
- Insert your working copy of the Amiga Workbench disk in the main disk drive (df0:). The disk drive light will go on, indicating that the Amiga is loading the Workbench. *Warning: never remove the Workbench or any other disk while the disk drive light is illuminated.*
- When Workbench appears on the screen you will see an icon of the disk on the upper right side of the screen. When the disk drive light goes off remove the Workbench disk.
- Insert your working copy of the ***Amiga-Complete*** disk into the disk drive. *Never use the original disk.*
- The disk drive light will go on while the Amiga is reading the ***Amiga-Complete*** disk. When the disk icon, called ***Amiga-Complete***, appears on the screen, move the mouse so that the pointer is on it.
- Double click on the ***Amiga-Complete*** disk icon, using the left mouse button.

- A window will appear on the screen displaying more icons: the programs ***Paint*** and ***Music***; and three 'drawers', called *Instruments*, *Songs* and *Pictures*.
- To start any of the programs, move the pointer to the icon representing it and double click with the left mouse button.
- The Amiga may ask you to insert the Workbench disk again. Do not be concerned. Remove the ***Amiga-Complete*** disk (waiting until the light is off!) and insert the Workbench disk as requested. When the Amiga has finished using the Workbench disk another message will prompt you to remove it and re-insert the ***Amiga-Complete*** disk.
- A window will appear on the screen displaying the working environment of the specific program. A set of tools used in the program will appear on the screen.
- To use the other ***Amiga-Complete*** programs, insert either the ***Write*** or ***Games*** disks in the above procedures.

To acquaint yourself with the key features of each ***Amiga-Complete*** program, we recommend that you run through each of the following tutorials.

Good luck and enjoy ***Gold Disk's Amiga-Complete Programs*** and your Amiga.

Amiga-Complete Write

Basic Editing

The first thing you will notice when the screen comes up is a blinking bar in the upper left corner. This is called the cursor. The cursor denotes the place at which characters typed on the keyboard appear.

To enter text, just type on the keyboard as you would with a typewriter. If you make a mistake, use the backspace key located in the top right hand corner of the main keypad (labelled by a left-pointing arrow) to erase the error and then retype.

Now type:

The quick brown fox jumped over the lazy dog

Now let's modify the statement. We would like to change "lazy dog" to "big lazy dog". You will notice that the cursor is now positioned after "g" in "dog". We would like to move it to just before the "l" in "lazy". There are two ways to do this, with the mouse or the keyboard.

Using the Mouse - Move the mouse to position the pointer on the "l" and click the left mouse button. This will move the cursor to just before the "l".

Using the Keyboard - Use the cursor keys to move the cursor one character at a time. The cursor keys are located in a cluster on right side of the keyboard. You can speed up the movement by holding down the ALT key while hitting the cursor keys. This will move the cursor by one word at a time. If you hold down the SHIFT key, the cursor will move to the beginning or end of the line you are on.

Once the cursor is correctly positioned, type the word "big ". Notice that ***Write*** automatically moves the other words in the line to make room for the new text. This is one of the major advantages of using your Amiga for word processing rather than a typewriter.

Now move the cursor back to the end of the line and feel free to type more text and experiment with the other keys on the keyboard.

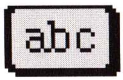
Styling Your Text

You can add emphasis to your text by italicizing, bolding, or underlining sections. Let's underline the phrase "quick brown fox" in our line.

- Use the mouse to position the pointer on the "q" in quick.

- Press and hold down the left mouse button. While holding down the left mouse button, move the mouse pointer to after the "x" in fox and release the button. You will notice that the phrase is now highlighted by a block of color. This is called highlighting a block.

- Now move the mouse pointer to the *Underline* tool (labelled by abc) located on the right side of the screen and click the left button once. The highlighted text will immediately be underlined.



Experiment by clicking on the other style tools (bold, italic and plain). Clicking on the *Plain* tool removes all styling from the highlighted block.

You can also convert all of the highlighted letters into capitals or into lower case by clicking on the *Capital* or *Lowercase* tools located just below the style gadgets.

To get rid of the highlight, simply move the cursor, either by clicking anywhere in the text area, or by pressing one of the arrow keys.

Manipulating Blocks of Text

With ***Write***, you can move around large sections of text quickly and easily using the block commands.

As an example, let's use the block commands to delete the phrase "quick brown" from our line.

- Use the technique described above to highlight the phrase "quick brown".

- Click the left mouse button on the *Cut* tool, which looks like a pair of scissors, located at the top right of your screen.

You will notice that the highlighted phrase disappeared. You have just *cut* a block. However, the block isn't really lost - it has been stored in a temporary area called the *ClipBoard*. To bring it back, just click on the gadget located beside the scissors (the *Paste* tool).

This pastes the block at the current cursor position. You can paste more copies of the block at different positions by moving the cursor to the desired location and clicking on the *Paste* tool.

Located below the scissors, is the *Copy* tool, This gadget looks like a camera. The *Copy* tool makes a copy of the highlighted block and stores it in the *ClipBoard* for later pasting.

Saving your work

When dealing with a computer, you should save your work regularly. For example, when entering a large piece of text, save your work every 30 to 40 minutes. This will ensure that in the event of a power failure or some other disaster, you've only lost a limited amount of work.

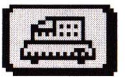
To save your work, take the following steps:

- If your computer system has a single disk drive, remove the ***Amiga-Complete*** disk and insert a blank, initialized disk in the drive. (If you do not know how to initialize a new disk, please consult the manual that came with your computer.)
- While holding down the right mouse button, move the pointer towards the top left of the screen to the *Project* menu. Continue to hold down the button.
- When the menu appears, move the pointer down to the *Save as* option. Release the right button. This will bring up the *File Requester*. If any messages come up requesting the Workbench disk or the ***Amiga-Complete*** disk, just click on the *CANCEL* gadget with the left mouse button. This may happen more than once.
- Now click on the gadget marked *DF0:* in the requester. This will cause the computer to read the contents of the disk in drive DF0: and display them on the screen.
- Move the pointer to the area to the right of the word "File" and click the left button. Type the name under which you want your work saved.
- Click on the *OK* gadget located at the bottom left of the requester. Your work will now be saved.

For more information on using the *File Requester*, refer to the *Overview* chapter.

Now that you have saved your work, you are ready to print it.

Printing your work



First, make sure your printer is properly connected and that your system Preferences are set correctly. Refer to the Amiga manual included with your computer for more information on Preferences.

Now click on the *Print* tool located beside the *Copy* tool on the right side of the screen. This will bring up the *Print Requester*, which allows you to specify various options. For now, just click on the *OK* gadget to print your work.

Exiting from *Write*

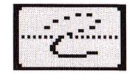
To leave ***Write***, select the *Quit* option from the *Project* menu at the top left of the screen.

Amiga-Complete Paint

Freehand drawing

This is the simplest of the available drawing tools.

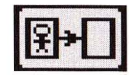
- Move the pointer to the *Freehand* tool and click the left mouse button. This is called selecting a tool.
- Move the pointer to the drawing area and, while holding down the left mouse button, draw an image.



NOTE: The *Freehand* tool offers two modes of operation. If you click on the top half of the gadget, you will draw in dots. The bottom half draws a continuous curve.

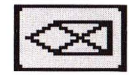
Clearing the drawing area

To clear the drawing area, click on the *Clear Screen* gadget located at the bottom of the *Tool* Window.



Correcting errors

If you make a mistake while drawing, just click on the *Undo* tool. The last action will be undone.



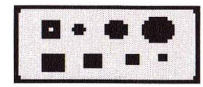
Changing colors

You can select different colors from the on-screen *Color* Window. To do this, simply move the pointer to the desired color square and click the left mouse button. The current color is denoted by the big rectangle above the color squares.

Changing brushes

To change the width and style of your brush, click on one of the eight brush types located at the top of the *Tool* Window.

- Select the largest of the circular brushes from the set.
- Now when you move to the work area, the selected brush will be displayed under the cross hairs. Everything you draw will be drawn in this style.

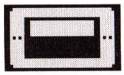


Drawing lines

- Select the *Straight Line* tool located under the *Freehand* gadget.
- Move the pointer to where you want the line to start. Holding down the left button, move the pointer to where you want the line to end.
- Now release the button.

Drawing boxes

- Select the *Box* tool located under the *Straight Line* gadget.



- Move the pointer to where you want one corner to start. Holding down the left button, move the pointer to where you want the opposite corner.
- Now release the button.

NOTE: The *Box* tool offers two modes of operation. If you click on the top half of the gadget, you will draw an empty box. The bottom half draws a filled box.

Drawing circles

- Select the *Circle* tool located beside the *Box* gadget.
- Move the pointer to where you want the center of the circle. Holding down the left button, move the pointer away from the center.
- Now release the button.

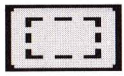
NOTE: The *Circle* tool offers two modes of operation. If you click on the top half of the gadget, you will draw an empty circle. The bottom half draws a filled circle.

Filling areas

- To fill an enclosed area (with no breaks in the surrounding lines) select the *Fill* tool. This is located directly below the *Box* gadget.
- Move the pointer to anywhere inside the area and click the left mouse button. This will fill the area with the currently selected color.

Custom brushes

In addition to the eight predefined brushes, you can turn any portion of your drawing into a custom brush and then draw with it.



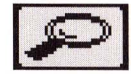
- To create a rectangular custom brush, click once on the *Make Brush* tool.
- Move the pointer to one corner of the area. Holding down the left button, move the pointer to the opposite corner.
- When you have enclosed the area that you wish to make into a brush, just release the button. You have now created a custom brush.

Any figure you now draw will be drawn with this brush. When you are finished with the brush, just select one of the eight predefined ones, or create another custom brush.

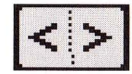
You can also create irregularly shaped brushes, rotate or flip brushes, and save or load them from disk.

Magnifying your work

For detail work, you may wish to magnify your picture.



- Select the *Magnify* tool (this looks like a magnifying glass).
- When you move to the drawing area, you will see a rectangle following the pointer. Place the rectangle over the area you wish to magnify and click the left mouse button.
- The screen will now show the magnified image, with the original picture shown in a little window. You can now add detail to your picture by drawing with the mouse.
- To magnify a different area of the drawing, move the pointer inside the little window and, while holding down the left mouse button, move the mouse until the required area appears in the little window. Now release the button.



- You can increase or decrease the level of magnification by clicking on the *Zoom* tool located beside the *Magnify* gadget.
- To turn off magnification, click on the *Magnify* Tool again.

Saving your work

- If you have a system with one disk drive, remove the ***Amiga-Complete*** disk and insert a blank data disk in the drive.
- Select the *Save Picture* option from the *Project* menu. This will bring up the *File Requester*. If any messages come up requesting the Workbench disk or the ***Amiga-Complete*** disk, just click on the *CANCEL* gadget with the left mouse button. This may happen more than once.
- Now click on the gadget marked DF0: in the requester. This will cause the computer to read the contents of the disk in drive DF0: and display them on the screen.
- Move the pointer to the text box beside the word "File", and click the left button. Type the name under which you want your work saved.
- Click on the *OK* gadget located at the bottom left of the requester. Your work will now be saved.

Exiting from *Paint*

To leave ***Paint***, select the *Exit* option from the *Project* menu at the top left of the screen.

Amiga-Complete Music

Basics

To make it easier to understand the features of ***Music***, follow these instructions to put together your first song.

Music allows up to four voices, or instruments, to play at once within a score. Editing of instruments is done one at a time, with the current instrument displayed on the staff in black and the other instruments ghosted in light blue. Instruments are selected by clicking on the rectangular buttons that contain the instrument name. When selected the button will change to red.

There is a variety of Note Types displayed in the middle of the ***Music*** screen. Whole notes, half notes, quarter notes, rests: each has a button that may be selected by moving the mouse over it and pressing the left mouse button. Only one Note Type may be selected at a time, and while it is selected, only notes of that type will be inserted into the score.

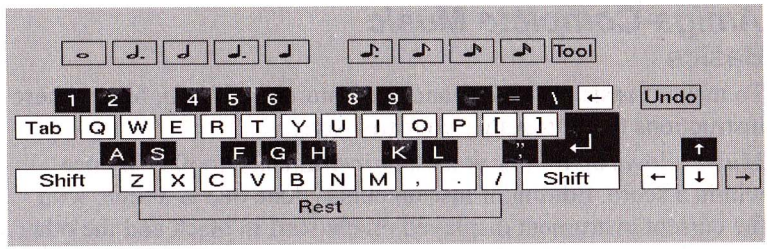
Entering notes

Notes can be entered into ***Music*** in three ways:

When the *Arrow* Tool is selected, you can place notes or rests directly on the staff by positioning them with the mouse and pressing the left mouse button. Make sure that an instrument is selected and click on the *Arrow* Tool. Now move the mouse so that the pointer is over the staff. Your pointer will change to the Selected Note Type, which you can place anywhere on the staff by positioning it and clicking the left mouse button. Using the *Pointer* Tool, you can enter sheet music by placing notes the way they appear, without having to know anything about musical notation.

When the *Keyboard* Tool is selected, notes are entered by playing notes on a piano-style keyboard. There are two ways to play the piano keyboard at the bottom of the music screen. When the pointer is moved to the bottom of the screen, it becomes a hand; pressing the left mouse button while the hand is over notes will play them. Also, the main section of the computer's keyboard works as a piano keyboard that you can play with your fingers.

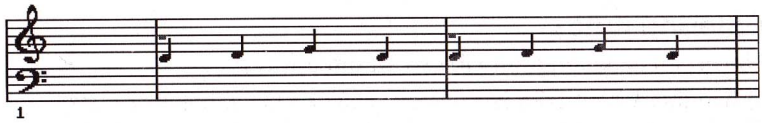
The bottom row of letters (ZXC...) are the lower two octaves of the white keys. The row above that (ASD...) represent the lower two octaves of black keys. Notice that some of these keys do not play notes because there are fewer black keys than white. The second row from the top (QWE...) plays the upper two octaves of white



keys, and the top row (123..) plays the upper two octaves of black keys. The space bar has a special function when using the keyboard tool. It will insert rests of the same note length as the Note Type that is selected (i.e. if whole notes are selected, pressing the space bar will insert a whole rest).

Sample Song

Now let's enter a song. Our first objective will be to enter the following notes:



Follow the instructions given, and don't worry if you make mistakes: just leave them for now, and we will fix them later.

First, clear the song of any notes that are already there by selecting the *Clear Song* option from the *Project* menu. Now select the first instrument by clicking on its button. Then select the *Keyboard Tool* so we can enter notes from the computer keyboard, and have them inserted into the score. The first notes are quarter notes, so select Quarter note as your Note Type. This can be accomplished by clicking on the button containing a graphic quarter note, or using the keyboard shortcut *F5*. Now, by using the keys on the keyboard, you can add quarter notes to the score.

Type from the computer keyboard:

Tab - Q - W - Tab - Tab - Q - W - Tab - W - E - R - Space - W - E - R - Space

Now change the Note Type to eighth notes by clicking on the eighth note button, or using the keyboard shortcut *F7*, and type from the computer keyboard:

R - T - R - E

Change back to quarter notes *(F5)* and type:

W

Change to eighth notes *(F7)* again and type:

Tab - Space - R - T - R - E

Change back to quarter notes *(F5)* and type:

W

Change to eighth notes *(F7)* one more time and type:

Tab - Space

And finally change to quarter notes *(F5)* and type:

Tab - RightShift - Tab - Space - Tab - RightShift - Tab - Space

To hear the notes you have entered, move the mouse to position the pointer over the *Play* button, which is green and has a sideways triangle on it. Click the left mouse button and the music will begin.

If you made some mistakes you can use the *Delete Note* Tool (X) to remove bad notes. Play the score again. When you approach a bad note, click on the stop button, which is directly below the play button and is red with a square in the center. Position the cursor over a bad note and press the left mouse button to delete the offending note.

The song seems a bit short, so let's lengthen it.

First we will capture the notes we have entered in the cut and paste buffer. Since we want to select all the notes, we can use the *Group All* option in the *Edit* menu, which does just that - it groups all the notes so that cut, copy and paste operations will use them. When you choose *Group All*, all of the notes in the score will turn red, to show that they are selected. Now select *Copy* from the *Edit* Menu; the computer will capture the selected notes in its cut and paste buffer, ready for us to paste anywhere we wish, as many times as we wish. Let's make the music play twice as long by adding a copy of the notes we have entered to the end. Select the *Copy* option from the *Edit* menu. Use the slider control under the staff to move to the end of the score (i.e. blank measures), then select *Paste* from the *Edit* Menu. The pointer will change to a "TO" with crosshairs. Click anywhere on the staff; the notes we previously highlighted and copied will appear right after the notes we entered.

Click on the *Play* button again and listen to the new, longer song.

Let's make the song better by adding some harmony.

Choose the second instrument, and change the Note Type to a Whole Rest. Select the *Arrow* Tool and insert a whole rest at the

beginning by moving the mouse anywhere on the staff and pressing the left mouse button. Now select *Paste* from the *Edit* Menu and position the TO crosshairs to the right of the whole rest, so that the notes we copied before will be inserted after the rest. Now we have two voices playing, the second the same as the first, except that it starts one measure later, because of the whole rest at the beginning.

Click on the selected instrument (the one whose button is red); the button will turn back to blue, showing that no instruments are selected. Now click on the *Play* button again and listen to the new, improved song.

Let's add one more instrument. Click on the third instrument button, and this time insert two whole rests by selecting the *Arrow* tool, choosing the whole rest Note Type, and clicking twice while the mouse is positioned over the staff. Then paste the notes after the last rest, click on the selected instrument so that no instruments are highlighted, click on *Play*, and listen to three-part harmony.

You can see that entering music is not difficult, and that the editing tools can make the job a lot easier. With some practice and some patience you could write a good pop song, or even a symphony, using the ***Music*** program.

Write

Word processing is probably the most common use for a microcomputer. With a word processor you have more than just an electronic typewriter. You can type what you want and then, with a few keystrokes you can go back and change things around. You can save your work on disk and load it in later when you want to work on it some more. You can move words, sentences, or paragraphs around until you have everything just the way you want. You print it out only when you are satisfied.

Getting Started

Before we start, however, there are some terms that you should know. First, anything written using ***Write*** will be referred to as a document. It could be a letter, a grocery list, or a chapter for a novel. Next, when you see *Right Amiga*, this refers to the Amiga key on the right side of the space bar. When you see the word *Alt*, we are referring to either of the *Alt* keys.

Just about all of the commands in ***Write*** can be activated with the mouse or by pressing certain key combinations. When you see something like *Right Amiga S* that means press and hold the right Amiga key and press the S key at the same time. When you see something like *Alt UP* that means press and hold an *Alt* key and

press the up arrow key at the same time. Here is a list of the keys that ***Write*** uses:

- *Right Amiga* Key
- *Ctrl* Key
- *Alt* key
- *Shift* key
- *Shift* and *Ctrl*
- *Shift* and *Alt*
- Up Arrow key
- Down Arrow key
- Right Arrow Key
- Left Arrow key NOTE: This is not the *backspace* key!
- F1...F10 = The 10 Function keys
- *Backspace* key
- *Return* = The Return or Enter key

Now let's get started with a quick tour of the screen and commands. Point to the ***Write*** icon and double click the left mouse button. In a few moments you will see the main screen. This is ***Write***.

At the top of the screen you will see the title bar. Since we haven't done anything yet it will say "Write: (Untitled)". Press the space bar once and you will see the title change to read "*(Untitled)". The asterisk indicates that you have modified your document and it hasn't been saved yet. As soon as you save the document (see below) or when you first load an existing document from disk the asterisk will disappear and "(Untitled)" will be replaced by the name of your document.

Just below the title bar is your main work area. This is where all your typing, editing and changes will be displayed. If you type a word or two now you will see them on the screen in this area.

To the right of the work area you can see a double row of tool icons. These are for performing various operations. Like text styles, cut and paste operations, sound, and moving around the document.

Write has five menus. On the far left is the *Project* menu containing options to *Load, Save, Print*, and *Clear* documents. Next is the *Edit* menu where you can manipulate text with options like *Cut, Copy*, and *Paste*. The third menu is called Commands; it contains options to *Find/Replace*, check spelling, change insert

modes, change the way paragraphs are displayed, and flip through multiple documents. Next is the *Styles* menu which, like the tools, let you change to bold, italic, underlined or normal text. Finally, on the far right is the *Cursor* menu where you are shown all the ways of moving your cursor around a document.

We will look at each of the tools and menu options in more detail but first a few basics about entering text on the main screen.

Entering Text

Entering text in ***Write*** is a simple matter of typing. To begin with, you will see a cursor at the top left corner of the screen. The cursor is not the same as the pointer which is moved with the mouse. When you type on the Amiga keyboard the letters will appear on the screen and the cursor will move to the right. When you have typed enough to fill up a line on the screen you do not have to press the *Return* key (like you would have to on a manual typewriter). You should only press the *Return* key when you want to start a new paragraph.

When you reach the far right side of the screen as you type, ***Write*** will automatically drop down to the next line. ***Write*** will also carry the last word typed down to the next line if it is too long. This is so that no words are broken in the middle. Since the screen display is not necessarily the same width as your printed output you shouldn't hyphenate words at the ends of lines. (They may end up in the center of a line later).

When you have filled up a full screen with 23 lines of text the screen will scroll up giving you more room. Just because the lines at the top disappear from the screen does not mean that they are gone forever. Think of your document being typed on a long roll of paper. The screen is a window that shows you only 23 lines of text at a time. You can move this window up or down in the document in a variety of ways we will discuss later.

As you type you are bound to make mistakes but correcting them is a simple matter. Some electronic typewriters have a "back up and erase" key and ***Write*** can do the same thing. Simply press the *Backspace* key and you can erase letters to the left of the cursor. (The *Delete* key will erase text to the right of the cursor). If you hold down the *Backspace* or *Delete* keys you can erase whole words, sentences, paragraphs, or the entire document. You can also use the *Tab* key to jump the cursor forward four spaces at a time. If you wish to jump backward to the previous tab position press *shift*

and the *Tab* key. There are numerous other ways to modify your text which we will talk about later.

The Cursor

The cursor marks where you are in your document. Everything you type appears at the cursor's location. There are many ways to move the cursor around the screen and throughout your document (see *Tools* and *Cursor* Menu below for more detailed descriptions). The easiest way to move the cursor is with the four arrow keys. Pressing the left arrow moves the cursor to the left. Pressing the up arrow moves the cursor up a line. If you move the cursor to the top or bottom of the screen and continue to press the arrow keys the entire display will scroll (assuming that there is more text in that direction).

Another way to move the cursor is to use the mouse. You may have noticed that when you start typing, the mouse pointer disappears. All you have to do is move the mouse and the pointer will return. To move your cursor using the mouse just move the pointer to the place you want your cursor and click the left mouse button once. The cursor should jump to that location.

You can also use the scroll bar located just to the right of the text area. This marker always shows you where the cursor is within a document. Point to the bar, press and hold down the left mouse button, then move the bar up or down. When you release the mouse button the cursor will jump to that location within your document. This is a quick way to jump forward or backward through a document.

Another way to move the cursor around your document is by using special keyboard shortcuts. For example: to move the cursor to the end of a line press *Shift Right Arrow* (that is holding down either *shift* key and pressing the right arrow key). All the keyboard shortcuts will be talked about later.

Finally, you can move the cursor using the selections in the *Cursor* menu.

Highlighting Text

Another important function of the mouse and cursor combination is when you want to highlight text. There are many special functions that require highlighting sections of text.

To highlight a section of text, move the cursor to the beginning of the section to be highlighted. Press and hold the left mouse button.

Now drag the pointer to the right and you will see the text being highlighted as you go. When you release the mouse button, the highlighted area will remain highlighted.

This process works in any direction. In other words, you could start at the end of the text and move the pointer to the left. You can also move the pointer down through the text to highlight entire sentences or up through the document. If you wish to highlight text that scrolls off the top or bottom of the screen just move the pointer off the top and bottom (while holding down the left mouse button) and the screen will scroll, highlighting lines as it moves.

If you highlight a section of text and press any key the highlighted section will be erased. If you want to get the highlighted section back press *Right Amiga P* right away (see *Edit* menu for more details on this). To un-highlight text just press *Right Amiga H* (again see the *Edit* menu descriptions for more details).

Summary

Entering text in ***Write*** is just a matter of typing. ***Write*** will jump down the screen as you fill up lines bringing the last word with it (if it is too long to fit at the end of the previous line). When you fill up a page the text will scroll up giving you more room to type. You can erase mistakes using the *Backspace* and *Delete* keys.

You can move the cursor throughout the document using four methods: the arrow keys, the mouse, the scroll bar, or keyboard short cuts.

To highlight a section of text move the cursor to the beginning or end of the section, press and hold the left mouse button, drag the pointer over the text to be highlighted, and release the mouse button.

Now let's look at the rest of the functions.

Tools

Cut

Once you have highlighted a section of text in your document, select this option and the text will be erased from the screen. The text is not lost forever though. It is placed in a temporary storage area called the *Clipboard* until another section of text is cut. This is useful for moving text around in a document. The text in the *Clipboard* can be pasted back into a document at a new location using the *Paste* tool (described below). When another section is cut it replaces anything that was in the *Clipboard*. The old text is then lost forever.

A note on the Clipboard: The Amiga *Clipboard* is a powerful tool. Once information is placed there, by a *Cut* or *Copy* (see below) operation, it stays there. This means you can cut text from one document, load a new document, and paste in the text. You can even quit ***Write***, then come back and run it later, and paste the same text back into a document.

Paste

When you select this tool any text that is in the *Clipboard* is inserted into the document at the cursor location. Used with both the *Cut* and *Copy* tools, you can use *Paste* to move sections of text within your document or make copies of text.

To move a section of text, first highlight the section you wish to move. Next select *Cut* and the text will be deleted from the document and placed in the *Clipboard*. Move the cursor to the point in your document where you want the text moved and select *Paste*. The text will be inserted at the cursor location.

To make a copy of a section of text, first highlight the section you wish to duplicate and then select *Copy* (see below). The highlighted section will remain on the screen but a copy of the text will be placed in the *Clipboard*. Now move the cursor to the point where you wish to insert a copy of the text and select *Paste*. A copy of the text will be inserted at the cursor location. *Note on Paste:* When you paste a section of text into your document it will remain highlighted. If you change your mind about its location just select *Cut* again and the highlighted text will be erased. If everything is fine then select *Clear Highlight* (see below).

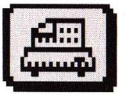
Copy

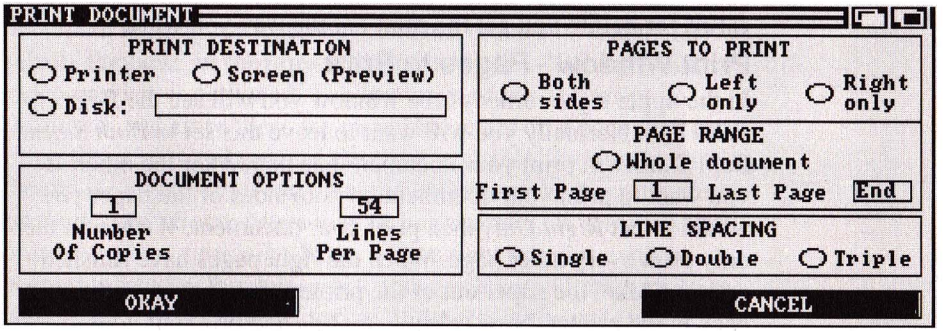
Copy is essentially the same as *Cut* except the highlighted text is

not erased from the screen. If you wish to make a copy of a section of text use this item in conjunction with *Paste*. First, highlight the text you wish to copy then select *Copy*. The text will be stored in the *Clipboard* replacing any text that may have been there. Now, move the cursor to the place in your document where you wish to insert the copy and select *Paste*. A copy of the text will be inserted at the cursor location.

Print

When you are ready to print your document select this tool and the *Print Document* window will appear. You will see a list of options, some of them already selected for you. You change the selections by clicking in the circles next to the options you need.





Print Window - Print Destination

In the upper left corner of the window is a box called "Print Destination". There are three options here: *Printer*, *Screen (Preview)*, and *Disk*. If you want the document to be printed on your printer you need do nothing as *Printer* is already selected. If you click on the circle beside "Screen (Preview)", and then click the large "OKAY" gadget on the bottom left of the print requester, you can see how your document will look on the screen before you print it. This is called the "video preview"; it will be discussed in more detail in the next section. If you wish to "print to disk" select the *Disk* option. A file requester will open, where you can select the drive number, directory, and name you wish to use. Printing a document to disk is **not** the same as saving a document. When you save a document all the special codes that ***Write*** uses are saved too. When you print to disk all the special codes are removed. You are only saving the text and the Return codes (called an ASCII file). This is handy if you plan to send your document through a modem or need to transfer your document to another word processor.

Print Window - Document Options

Below the *Print Destination* box is the *Document Options* box. Here you can select the number of copies you wish to be printed and the number of lines per page. If you wish to print more than one copy of your document click in the box over *Number of Copies*. Use the *Backspace* and *Delete* keys to erase the 1 (or use *Right Amiga X*) and enter the number of copies you wish to be printed. The number of lines option tells ***Write*** how many lines it can print on a single page before it sends a special code to the printer to skip over the perforations. If you wish to change the number of lines use the same procedure as with the number of copies option. If you are using special paper in your printer you may wish to change this value. A little experimentation is usually called for before you get the print out the way you wish.

Print Window - Pages to Print

In the upper right corner of the window you will see the *Pages to Print* box. Normally you will want to leave this set to *Both Sides*. *Both Sides* will print your document one page after the other. If you want to print your document on both sides of the paper you would select *Right Only* then print your document. ***Write*** will then only print every other page. When the right pages have finished printing, take the paper out of the printer, turn it over, and put it back in the printer. Now select *Left Only* and print out your document again. This will print the pages that were skipped during the *Right Only* printing.

Print Window - Page Range

Just below the *Pages to Print* you will see the *Page Range* box. If you want to print the entire document make sure the *Whole Document* option is selected. If you wish to only print a selected range of pages you will have to specify which page number you want ***Write*** to start printing with. You must also select what page number to stop printing. For example: if you only want to print the second page you would put a 2 in the *First Page* box and a 2 in the *Last Page* box as well. If you want to print the first three pages of your document put a 1 in the *First Page* box and a 3 in the *Last Page* box.

Print Window - Line Spacing

The last list of printer options is the *Line Spacing* box. Here you can select whether you want your document printed using single, double, or triple spacing.

Finally, when you have all the options set the way you want them make sure your printer is ready then click on the *OK* box. In a moment your document will be printed. If you change your mind and don't wish to print your document just click on the *CANCEL* box and you will be returned to the main screen.

If there is a problem with your output or your printer does nothing at all, make sure that all the connections are correct according to your Amiga manual and that your printer is "ON LINE". You might also wish to check your Preference Printer settings (refer to your Amiga manual).

The Video Preview

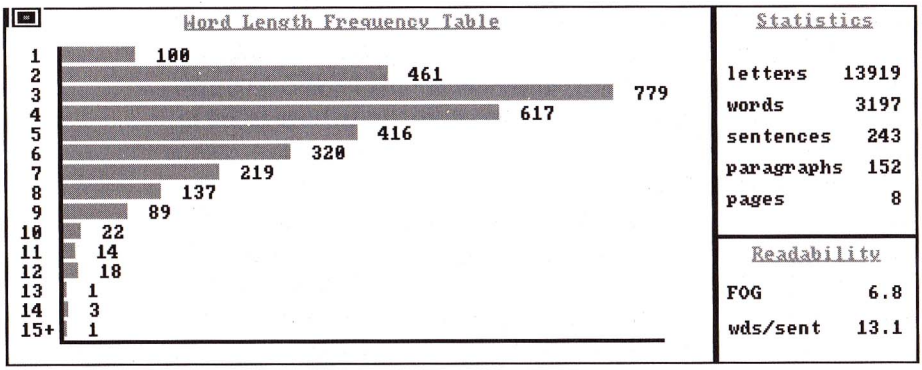
The video preview lets you view a representation of your actual printer output directly on the screen so that you can get your document looking right before you actually print it. When you select "Preview" in the print requester and click "OKAY", the video preview is activated. The first page of the document is displayed, and since there are more characters on a page than can fit on the screen, only part of the page is visible. By simply moving the mouse around, you can view the entire page as it scrolls around on the screen. (Some pages may fit horizontally, so scrolling will only take place vertically. Pages whose right margins can't be accommodated within the screen width will scroll horizontally as well.) The "NEXT PAGE" gadget at the top of the page or the ENTER key on the numeric keypad can be used to bring you to the next page of your document, if there are any more. Note that it can take a few seconds before the next page appears, and the mouse pointer will "sleep" during this time. You can exit early from the video preview by clicking the "CANCEL" gadget at the top of the page, or by pressing the ESC key on the keyboard. The video preview shows you the characters on the page as well as the text styles (bold, italics and underlined), but it does not show different character pitches, print quality, and so on, since ***Write*** does not know how these will be represented on your particular printer. The preview's main benefit is to let you see where page and line breaks will occur so that you can edit your document accordingly before printing it.

Sound Tool

This tool is normally highlighted. With *Sound* on, typing will produce the sounds of a typewriter. When you click on the *Sound* tool, sound is turned off.

Statistics Tool

When you click on this tool the *Statistics* Window will appear. This window provides you will information about the document you are working on.



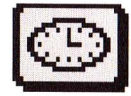
On the left side of the *Statistics* Window you will see the *Word Length Frequency Table*. This is a bar chart representation of the number of one letter words, two letter words, three letter words, etc. that you have used. It measures words up to 15 or more letters. If you find that you are using a lot of 10 letter words you might want to go back and use simpler language.

On the top right of the *Statistics* Window, you will see a *Statistics* box. This box tells you how many letters, words, sentences, paragraphs, and pages you have in the entire document.

Below the *Statistics* box is the *Readability* box. The first item is the *FOG index number*. The *FOG index* is a system developed by the Gunning institute to determine the readability of a document. This number roughly corresponds to the grade level a reader would need to understand the document. Therefore, a *FOG number* of 6 would mean the reader would need a sixth grade education in order to understand the document. A *Fog number* of 15 means that the reader needs about three years of college to understand the document. *FOG index numbers* are not completely accurate in all situations. The index number is based on things like average word length, and how many words per sentence. The other *Readability* item is wds/sent. This is just the number of words divided by the number of sentences. Higher numbers indicate more complicated sentences. If the value is very high you may wish to go back and break up some of the longer sentences.

When you are finished with the *Statistics* Window, click the *Close* box and you will be returned to the main screen.

Time Tool



When you click on this tool ***Write*** automatically inserts the time into your document where the cursor is. The time is written in standard AM/PM format (for example, 3:20 PM). Of course the time must be correctly set on your Amiga's internal clock. Refer to your Amiga manual for instructions on how to set the clock.

Date Tool

This tool inserts the date into your document at the cursor. Just like the *Time* tool the date must be correctly set in your Amiga for this to be accurate. The format in which the date is written is determined by the *Set Date Format* option in the *Commands* menu (covered later in this chapter). Refer to your Amiga manual for instructions on how to set the date.

Normal Text Tool

This tool is use to remove style, such as **Bold** or *Italics* from a highlighted region of text. If you have been using another text style and you wish to change back to normal text then highlight the section of text you want to change, and then click on this icon with the left mouse button. Clicking on the *Normal Text* Tool clears any of the other styles that may be active.

Bold Text Tool

When you wish to change to bold text just point to this icon and click the left mouse button once. From this point on everything you type will be in bold. Click on the icon again to end the section of bold text. To make an already existing section of text bold, highlight the area, and click on this icon.

Italic Text Tool

When you click on this icon everything you type from then on will be in italics. Click on the icon again to turn off italics. To italicize an already existing section of text, highlight the area, and click on this icon.

Underline Text Tool

When you click on this icon everything you type from then on will be underlined. Click on the icon again to turn off the underline. To underline an already existing section of text, highlight the area, and click on this icon.

Note on Text Styles: You can have more than one of these styles activated at the same time. If you click on the *Italic* Tool and then the *Underline* Tool, everything you type will be italicized and underlined at the same time. If you then click on the *Bold* Tool your text will be bold, italic, and underlined. To affect an already existing section of text, highlight the area, then click on any combination of styles. The *Normal Text* Tool will remove all other styles.

Upper Case

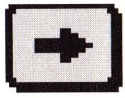
This tool changes everything that is highlighted in your text to upper case (capital letters). Highlight the section in your document that you wish to be in upper case and click on this tool.

Lower Case

This tool is opposite the *Upper Case* Tool. It changes all highlighted text to lower case.

Beginning of Line

Click on this tool and your cursor will jump to the beginning of the current line. Multiple clicks will move the cursor to the beginning of previous lines.

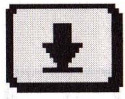


End of Line

Clicking on this tool will move the cursor to the end of the current line. Multiple clicks will move the cursor to the ends of subsequent lines.

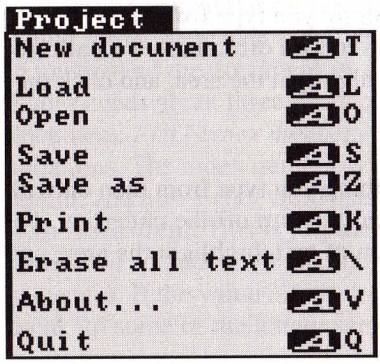
Beginning of Document

When you click on this tool the cursor will jump to the beginning of your document.



End of Document

This tool will jump the cursor to the end of your document.



The Project Menu

Project menu - New document

This menu item opens a new "(Untitled)" document. Any documents you are already working with are unaffected by this operation, although the editing area clears to show that your current document is empty.

To flip through the documents that are currently loaded, use *Commands/Next document* and *Commands/Previous document* menu items.

Project menu - Load

This menu item loads a previously stored document from disk. When you select this item a *File requester* window will appear showing a list of the files in the current directory. You may change directories by clicking on the appropriate box or you can enter the name of the desired disk drive and directory in the text boxes. When you see the name of the file you wish to load just click on it and its name will be entered in the file box. Click on the *OK* box and the file will be loaded for you. If you change your mind click on the *Cancel* box and you will be returned to the main screen.

Project menu - Open

This menu item is rather like *Projects/New* followed immediately by *Projects/Load.* In other words, a new, empty document is created, and the *File requester* is brought up immediately to let you select a file to load in.

Project menu - Save

Select this item when you want to save the document you are working on, onto disk. If you have already saved the document before or have been working on a document that you already loaded from disk then ***Write*** will automatically save the document for you and return you to the main screen. If you have not saved the document yet, a *File* requester opens so that you can give your document a name. You can also specify which disk drive, and directory you wish to save the document to. When you are finished entering a title in the text box click on the *OK* box and the document will be saved for you. If you change your mind click on the *Cancel* box.

Project menu - Save As

Use this option when you want to make a backup copy of your document or when you want to save your document on a different disk. When you select this option a *File* requester will open. It is the same as the *Save* option window (see above), but it gives you the chance to change the name of the document, the disk drive, and directory. When everything is the way you want it click on the *OK* box. If you change your mind just click on the *Cancel* box and you will be returned to the main screen.

Project menu - Print

This opens the *Print* Window. For details, refer to the *Print* Tool discussed earlier.

Project menu - Erase All Text

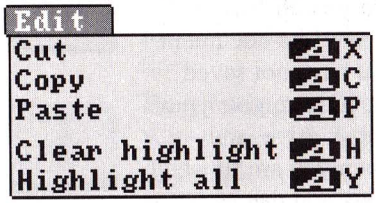
This menu item will erase your current document. If you have not already saved your document, a requester will be displayed, asking if you are sure you want to erase your document.

Project menu - About...

When you select this item, a message box opens, displaying the current version number of ***Write*** and identifying the authors of the program. Close the box with the *Close* gadget.

Project menu - Quit

When you are finished working with a document, select this item. If you haven't saved your document a requester box will appear asking if you really want to quit and lose all the changes you have made. Otherwise, the document will be closed, and the next document will be displayed. If the document you quit from is the only one, ***Write*** will give you put up a requester box asking if you would like to leave the program altogether. If you click *Yes*, ***Write*** will end, returning you to the Workbench screen; otherwise it will open an empty, untitled document for you to do more work in.



The Edit Menu

The *Edit* Menu gives you options for manipulating text that has been highlighted (see *Highlighting Text*). Once a section of text has been highlighted you can *Cut, Copy, Paste, Clear Highlight*, and for special editing, *Highlight All* the text in a document.

Edit menu - Cut

This item duplicates the *Cut* Tool.

Edit menu - Copy

This item duplicates the *Copy* Tool.

Edit menu - Paste

This item duplicates the *Paste* Tool.

Edit menu - Clear Highlight

This item un-highlights any text that is highlighted. If you decide that you have highlighted the wrong section of text, or after you

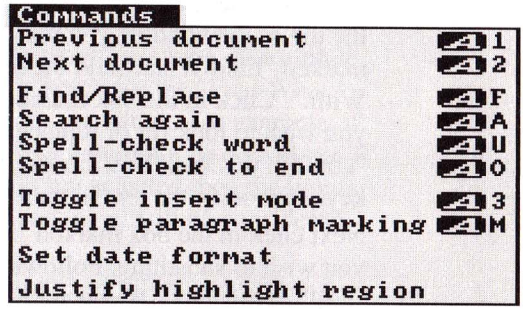
have *Pasted* a section of text into your document you can un-highlight the section using this item. The text will not be disturbed using *Clear Highlight*.

Edit menu - Highlight All

Sometimes you may wish to perform an action on your entire document. Rather than using the mouse to highlight all the text, you can use this menu item. When you select *Highlight All* the entire document will be highlighted. You can then do things like erasing everything using *Cut* or change the entire document to italic. To Un-highlight the document use the *Clear Highlight* option.

The Commands Menu

Commands menu - Previous document



When you have multiple documents in memory, you may instantly switch from one to another using this item and its companion, *Commands/Next document*. The current document disappears and the previous document in ***Write***'s list is displayed. This selection does **not** cause the document to be lost: it is just temporarily removed from the display. You can get it back again at any time by cycling through your currently loaded documents with repeated selections of this item. In this way you can edit multiple documents 'simultaneously' without having to wait through a time-consuming load or save operation each time you want to switch from one to another.

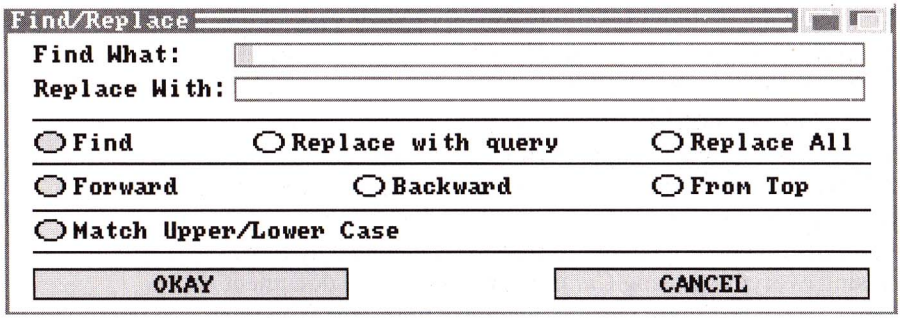
Commands menu - Next document

This selection is exactly like the previous except that it cycles forwards through ***Write***'s list of documents rather than backwards.

Commands menu - Find/Replace

One of the most powerful features of a word processor is the ability to look for items in your document and replace them with other text.

For example: Let's say you wrote a story about a run-in with a "cow" and you found out that it was actually a "bull". Rather than



going back and correcting each occurrence of the word "cow" you could have the computer do it for you in just a few seconds.

When you select this item a *Find/Replace* window will appear. At the top of the window you will see two long boxes. The top box is marked "Find What:" and the other box is marked "Replace With:". Click in the box marked "Find What:" and enter the text you wish to look for or replace. In the example you would enter "cow" in this box. You can use the *backspace, delete*, and arrow keys to modify the text in these two boxes.

Next click in the box marked "Replace With:" and enter the text you wish to substitute. Following the example you would enter "bull" in this box. (If you are just looking for something in your document you don't need to put anything here).

Just below the two boxes you will see three options: *Find, Replace with query, and Replace All.* If you just want to find the first occurrence of the text select *Find* by clicking in the circle. If you want ***Write*** to go through your document and make all the changes for you, select *Replace All.* But, if you are not sure you want ***Write*** to replace every occurrence of the "Find What:" text with the "Replace With:" text then select the *Replace with query*. This instructs ***Write*** to find the first occurrence of the "Find What:" word and stop. It will then ask you if you wish to ignore this occurrence, replace this occurrence and continue to the next, or quit. If you select ignore or replace ***Write*** will perform the desired action then go on to the next occurrence of the "Find What:" text. Unless you are very sure that there are no other occurrences of the search text it is best to use the *Replace with query* option most of the time.

If, in our example, your run-in with the bull happened on a trip to a dude ranch you might wish to have ***Write*** ask you before it makes

any substitutions. Because ***Write*** would change all the occurrences of the letters "cow" to "bull" you might end up with bullboys who were bullards bullering in corners instead of cowboys who were cowards cowering in corners.

Just below the *Find, Replace with query*, and *Replace All* items you will find three more options: *Forward, Backward,* and *From Top*. These items just indicate which direction you want the search to proceed. If you select *Forward* then the search will start at the cursor location and continue to the end of the document. If you select *Backward* the search starts at the cursor location and works toward the beginning of the document. If you select *From Top* then the search starts at the beginning of the document and proceeds to the end.

The last option on the *Find/Replace* window is *Match Upper/Lower Case*. If you select this item by clicking in the circle then ***Write*** will only identify text as a match for the "Find What:" text if it has the same upper and lower case letters. For example, if this option is selected the the word Cow would not be considered a match for the word cow. If this item is not selected then the words COW, COw, Cow, cOW, coW, and cow would **all** be considered matches for the word cow.

You can also use a 'wild card' in your "Find What:" text. The question mark is the wild card symbol that tells ***Write*** to find any letter in place of the question mark. For example, if you put b?g in the Find What: box, ***Write*** would find words like bag, beg, big, b*g, b3g, etc.. If, on the other hand, you really ARE looking for a question mark you must put a backslash before the question mark (?). So, to find the text "what?" you would have to enter what\? in the "Find What:" box.

Finally, when you have entered your find and replace text and made all your option choices click on the *OK* box at the bottom of the window to start the search. If you change your mind just click on the *CANCEL* box and you will be returned to the main screen.

Commands menu - Search Again

After an interrupted search or *Find and Replace* session you can continue the search without having to go through the Find/Replace window selections. Just select this item and the search will repeat.

Commands menu - Toggle insert mode

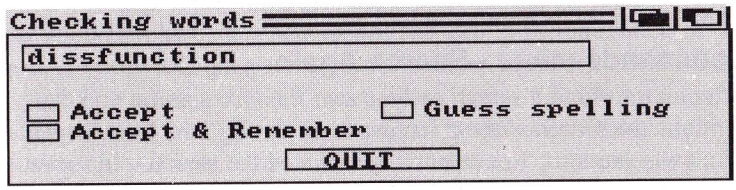
Normally, when you are entering text on the main screen, you are in insert mode. This means that if you move the cursor to the

middle of a sentence and begin typing, the words to the right of the cursor are pushed over making room for the new text. If you would rather have the new text written over the existing text just select this option. From then on when you type in the middle of a sentence the new text will erase any text you pass over. To change back to insert mode just select this item again.

Commands menu - Spell-check word

Spell-checking is done by a separate program called ***Spell.*** You can spell-check your document directly from ***Write***, however, since ***Write*** and ***Spell*** communicate with each other using "message ports" provided in the Amiga's operating system. If you have tried the spell-check functions in the Command menu and got the message "Spelling checker not available!", it is because you did not first run ***Spell.*** Double-click the ***Spell*** icon from Workbench, or "run df1:Spell" from the CLI (assuming your ***Spell*** disk is in drive df1) to run the spelling checker. ***Spell*** will begin by loading its dictionary into RAM for fast word look-ups. This takes several seconds; the "fuel gauge" on ***Spell***'s window shows you how long the operation will take. Once this is finished, ***Spell*** closes its window and reopens a smaller one. From this point on, ***Write*** has spell-checking capability. If you cannot run ***Write*** and ***Spell*** at the same time due to lack of memory, consult the instructions at the end of this section.

If you select *Spell-check word* (or use the key equivalent AMIGA-4), the word that the cursor is on will be checked for spelling; if it is recognized, the message "Spelling is correct" will appear in the window title bar. This takes place virtually instantaneously, so when in doubt, you can just hit AMIGA-4 and get ***Spell***'s verdict on a word without any fuss. If ***Spell*** does not recognize the word, it puts up a small requester displaying the word in error, along with a few simple gadgets.



You can edit the word as it appears in the requester, and it will be changed accordingly in your document. If you click the "guess spelling" gadget, a window will open and ***Spell*** will begin listing words that are "close" in spelling. If you find the spelling that you want to use, you can just click on the word, and it will replace the word in your document. You can click the CANCEL gadget in this window at any time to stop seeing the guesses. If you click the large CANCEL gadget in the main Spell requester, it will disappear and you will be back in your document as if nothing had ever happened.

Commands menu - Spell-check to end

This command is similar to *Spell-check word*, but operates on each word in your document, one at a time, starting from the current cursor position and progressing toward the end of the document. To spell check your entire document, move the cursor to the start (use CTRL-cursor up) before selecting *Spell-check to end.* A window the size of the spell-check requester will open up, and a fuel gauge on this window will show ***Spell***'s progress through your document as it scans each word. When a word is encountered that ***Spell*** doesn't recognize, the word is highlighted in the document, and the usual spell-check requester appears. It works as described above, but the other two gadgets, "Accept" and "Accept & Remember" are of importance now. If you click the "Accept" gadget, the spell checking will continue without changing the document. If you click "Accept & Remember", ***Spell*** will add the word to a temporary "user dictionary" so that if it encounters the same word again, it will recognize it and not see it as an error. This is useful when coming across words that you may use often but are not in the main dictionary, like the name of a person or place you are writing about. If you edit the word in the requester and press RETURN, the word will be modified in your document accordingly. If the word you enter is not recognized by ***Spell***, it will give the message "Not found" and refuse to change the one in your document. You can override this feature by clicking "Accept", forcing ***Spell*** to accept the word and modify the one in your document. Spell checking will continue in this way until the end of the document, or until you click CANCEL in the requester. If you do cancel, you can continue from where you left off, since

spell checking always takes place from the current cursor position to the end of the document.

Commands menu - Toggle paragraph marking

When you press the *Return* key, ***Write*** places a hidden code in your document differentiating the end of a line from the end of a paragraph. To see these codes, represented as the ¶ symbol, select this menu option. To hide the ¶ codes, select the option again.

Commands menu - Set Date Format

This menu option determines the format in which the date will be represented when the *Date* Tool is select. The format available are:

- day-month-year i.e. 18-08-1989
- month-day-year i.e. 08-18-1989
- year/month/day i.e. 1989/08/18
- Month day, year i.e. Friday, September 18, 1989

Commands menu - Justify Highlight Region

A Note on Format Codes: Actions such as justification only have visible results when printing a document. On the screen, a center justified section of text is demarked by the symbols § jc. This is a *Format Code*, and is the way ***Write*** can produce professional looking documents, without slowing text editing to a crawl. Format Codes are discussed completely in a later section of this chapter.

Justify Highlight Region - Left

It is necessary to first highlight an area of text to utilize this menu option. This is the default format when you start ***Write***. It indicates that each line of your document will start flush with the left margin while the right side of the text will vary depending on length of the line. This is called "Flush Left" or sometimes "Ragged Right". All of your text will look like this on the screen no matter which of the format tools you select. You will only see differences when you print your document on a printer. The format code § jl will appear in your text, on its own line.

Justify Highlight Region - Center

When you want something to be centered on the page, like the title of a report or your name on a resumé, highlight the area of text and use this menu option. You will see a § jc appear in your text. Everything you type from then on (until ***Write*** encounters a different justification format code) will be centered on the page when you print your document. Remember, it will not be centered on the screen only on the printed page.

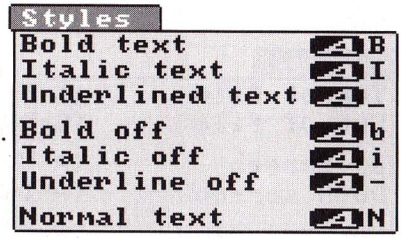
Justify Highlight Region - Right

If you want your printed output to be lined up on the right side of the page (sometimes called Ragged Left) select this menu option. You will see a §jr appear in your text. From then on everything you type will be right justified until ***Write*** encounters a different justification format code. Again, text on the screen will *not* be right justified. You will only see this on the printed output.

Justify Highlight Region - Flush Justify Tool

When you want your printed output to look orderly on both the left and right sides (like the pages in a book) use the *Flush Justify* Tool. When you click on this tool you will see a § jf appear in your text. From that point on (until ***Write*** encounters a different justification format code) your printed pages will be flush justified. Once more, the text will *not* be flush justified on the screen, only on the printed output.

Styles Menu



The *Styles* menu gives you another way to change the way your text appears. All of the options here perform exactly the same functions as the *Style* Tools described above. Here is a brief list of the items and their functions. For a more detailed description see the *Style* Tools descriptions above.

Styles menu - Bold Text

This activates the bold type style. All text entered after selecting this option will be in bold type and all highlighted text will be changed to bold type.

Styles menu - Italic Text

This activates the italic type style. All text entered after selecting this option will be in italic type and all highlighted text will be changed to italic type.

Styles menu - Underlined Text

This activates the underline mode. All text entered after selecting this option will be underlined and all highlighted text will be underlined.

Styles menu - Bold Off

This turns off the bold type mode. All text entered after selecting

this option will no longer be in bold type and all highlighted text will have the bold style removed

Styles menu - Italic Off

This turns off the italic type mode. All text entered after selecting this option will no longer be in the italic mode and all highlighted text will have the italic style removed.

Styles menu - Underline Off

This turns off the underline mode. All text entered after selecting this option will no longer be underlined and all highlighted text will have the underlines removed.

Styles menu - Normal Text

This turns off all special type style modes. All text entered after selecting this option will be in the normal type style and all highlighted text will be changed back to normal text removing bold, italic, and underlining.

Note: Selecting this disables all other type styles that are active.

```
Cursor
Top of file          (C-UP)
End of file          (C-DN)
Up screen            (A-UP)
Down screen          (A-DN)
Up paragraph         (S-UP)
Down paragraph       (S-DN)
Start of line        (S-LT)
End of line          (S-RT)
Previous word        (A-LT)
Next word            (A-RT)
Center cursor        (C-c)
Restore position     (SC-c)
```

Cursor Menu

The *Cursor* menu gives you all the options for moving the cursor around your document. While difficult when you are just getting started, you will probably end up memorizing the keyboard short-cuts because they are faster. Remember, you can always use the arrow keys or mouse to quickly scroll through your document.

Cursor menu - Top of file

This moves the cursor to the very beginning of your document.

Cursor menu - End of file

This moves the cursor to the very end of your document.

Cursor menu - Up screen

This jumps your cursor backward 23 lines in your document. Rather than a cursor moving command, this is more like a screen moving command. Selecting this option replaces the 23 lines of text on your screen with the 23 lines that come just before them.

Cursor menu - Down screen

This jumps your cursor forward 23 lines in your document. Like the Up screen command this is more of a screen moving command. It lets you see the next 23 lines of text in your document. This is an easy way to read through your document, one screen at a time.

Cursor menu - Up paragraph

This jumps your cursor back to the beginning of the current paragraph. If the cursor is already at the beginning of a paragraph then it will jump to the beginning of the previous paragraph.

Cursor menu - Down paragraph

This jumps your cursor down to the beginning of the next paragraph in your document.

Cursor menu - Start of line

This jumps your cursor to the beginning of the current line. If the cursor is already at the beginning of a line then it will jump up to the beginning of the previous line.

Cursor menu - End of line

This jumps your cursor to the end of the current line. If the cursor is already at the end of a line it will jump down to the end of the next line.

Note: A line is not the same thing as a sentence. ***Write*** considers the end of a line to be the word at the farthest right on your screen.

Cursor menu - Previous word

This jumps your cursor backward to the first letter of the previous word in your document.

Cursor menu - Next word

This jumps your cursor forward to the first letter of the next word in your document.

Cursor menu - Center cursor

This command puts your cursor in the center of the screen without changing its position in the document. For example, if your cursor is at the very top of the screen this command will move your text down 10 lines, but your cursor will be in the same position in the document. If your cursor is at the very bottom of the screen the text will move up 10 lines.

Cursor menu - Restore position

This command lets you find your place within the document after you have moved the cursor with one of the long-range cursor movement commands. For example, if you press Ctrl-up to go to the beginning of your document, you can get back to where you were by selecting *Restore position.*

Advanced Features

There are some more advanced features in ***Write*** that you can use to customize your printouts, expand the capabilities of *Find/Replace,* even merge documents or parts of documents. We will take a look at these special features one at a time.

Format Codes (Shift Alt-S)

Almost all of these special features involve using Format codes. Format codes (sometimes called embedded codes because they are 'embedded' in your document) are special symbols that instruct ***Write*** to perform some special task. When ***Write*** encounters a format code in a document while printing (and sometimes during other operations) it stops and treats the codes as instructions rather than printable text.

After highlighting an area of text, select the *Center* option from Justify highlight region in the *Command* menu and you will see an example of a format code. Three things happens. First, the cursor advances to the next line. Second, a § jc appears on the new line. And third, the cursor advances a line again after the § jc. When you go to print out the document ***Write*** will come to the § jc and start printing your text center justified on the page.

While ***Write*** does not treat the § jc as text during print out, you can while you are working on your document. In other words, the format codes (including paragraph markers) can be deleted, cut, copied, and pasted. You can even use *Find/Replace* to search for and insert format codes.

There are only a few simple rules for format codes. They must appear either at the beginning of a document or on a line of their own, and they must begin with a § symbol. There is one exception to these rules; you can have more than one format code on a line when they are separated by colons. In that instance you only need the § once, at the beginning of the line.

To insert format codes in your document press the *Return* key

(unless you are already at the beginning of your document) and press *Shift Alt S* (that means press *Shift* and *Alt* and *S* at the same time). You will see a § appear on the line. You can now enter your format code instructions. End the instruction sequence by pressing *Return* again.

In the following list of format code instructions you will sometimes see a < n >. This means ***Write*** expects to see a number here as part of the instruction.

Margins

When you go to print out your document, ***Write*** normally uses the margin settings you used in *Preferences* (see your Amiga manual for setting Preferences). To override these margin settings you can use format codes. Since ***Write*** lets you print out left-side, right-side, or both pages ***Write*** also lets you set the margins for left-side, right-side, or both pages.

Left Margins

Here are the codes for setting the left margins (remember, the complete sequence for these instructions would be *Return*, *Shift Alt S*, the instruction, then *Return* again):

§ lm < n > this sets the left margins for both pages

§ lb < n > this also sets the left margins for both pages

§ ll < n > this sets the left margins for the left-side pages (even numbered pages)

§ lr < n > this sets the left margins for the right-side pages (odd numbered pages)

For example: If you want to set the left margin for both pages to ten spaces you would use this sequence:

Return, *Shift Alt S*, lm10, *Return*

or

Return, *Shift Alt S*, lb10, *Return*

and they would look like this:

§ lm10

or

§ lb10

If you wanted to set the left margins for the left pages to 5 and the left margins for the right pages to 7 (putting both format code instructions on the same line) the result would look like this:

§ ll5:lr7

Right Margins

Setting the right margins for your pages is the same as setting the left margins. When you set the right margins you are actually setting the maximum number of characters that will print on a line (including the number of spaces in the left margin). To determine the number of characters that will print on a line subtract the left margin setting from the right margin setting and add one. So, if you set the left margin to 5 and the right margin to 75 the actual number of printed characters on a line will be 71. Here are the codes for setting right margins:

§ rm < n > sets right margins for both pages

§ rb < n > again sets right margins for both pages

§ rl < n > sets right margins for left-side pages (even numbered pages)

§ rr < n > sets right margins for right-side pages (odd numbered pages)

For example: if you set the right margins for right-side pages to 70, it would look like this:

§ rr70

It is sometimes easier to set both the left and right margins together on the same line separating the instructions with a colon. Like this:

§ lm10:rm70

This would set the left margin for both pages to 10 and the right margin for both pages to 70. Obviously, you don't want to set your right margins larger than your paper width. Neither do you want to set your right margins too low or your left margins too high.

Page Formats

You can use format codes to set the length of a page, the number of lines printed on a page, and the top and bottom margins. If you do not give ***Write*** special page format instructions the values are taken from *Preferences*.

Page Length pp < n >

If you were to change from *Letter* sized pages to *Legal*, you would need to set the page length values. Normally, these values are determined by the page length and the lines per inch settings in preferences. Normally, the values are:

Letter size at 6 lines per inch = 66 lines

Letter size at 8 lines per inch = 88 lines

Legal size at 6 lines per inch = 84 lines

Legal size at 8 lines per inch = 112 lines

To set the page length use pp < n > . For example:

§ pp84

This would be the correct setting for a *Legal* length page at 6 lines per inch.

Text Length pg < n >

You can set the number of text lines (including headers and footers) using the pg < n > Format code. Normally the default is either 12 or 16 lines less than the Page length depending on the lines per inch setting. This allows for a one inch margin at the top and bottom of a page. The format for text length is:

§ pg < n >

For example:

§ pg52

would set the text length to 52 lines rather than a default of 54 (if you were using 66 lines at 6 lines per inch).

Top Margin tm < n >

To set the top margin use tm < n > . For example:

§ tm10

would set the top margin at 10 lines.

Line Spacing sp < n >

While the *Print Document window* lets you specify single double, or triple spacing you can also specify output using Format codes. For example:

§ sp4

would set the line spacing so that there will be 4 blank lines between each line of text. In this case the n value can not be greater than 6.

Headers and Footers

Headers and footers are text that appears at the top and/or bottom of every page that you print out. Like the margins, you can set headers and footers for left-side, right-side, or both pages using format codes. For example, in a book you may see the author's name at the top left of every left-side page, the chapter title at the top right of every right-side page, and the page number centered at the bottom of every page.

In each of the following examples you can use the # sign where you want ***Write*** to insert the proper page number and when you see <text> you can substitute whatever text you like.

You have five choices when you set headers and footers.

1. You can specify whether you want your them to appear on left-side, right-side, or both pages.
2. You can specify where text will appear on the page: left, centered, or right.
3. You can set the number of lines they will take.
4. You can change the left margin.
5. You can change the right margin.

To specify which pages the header or footer will appear on use the following format codes:

§ hb for the same header to appear on both pages

§ hl for the header to appear on left-side pages

§ hr for the header to appear on right-side pages

§ fb for the same footer to appear on both pages

§ fl for the footer to appear on left-side pages

§ fr for the footer to appear on right-side pages

Following the page format codes you will put your text inside three sets of quotation marks separated by commas. The text inside the first set of quotation marks will appear on the left of the printed page, text inside the second set of quotation marks will appear centered on the page, and text in the third set of quotation marks will appear on the right. The format for headers appearing on both pages would be:

§ hb"<text>","<text>","<text>"

So a Format code line like this:

§ hl"LEFT","CENTER","RIGHT"

would print headers at the top of all left-side (note the hl specifies header-left) pages. The word LEFT would be at the upper left, CENTER would be centered at the top, and RIGHT would appear at the upper right. A format code line like this:

§ fb"John","Fred","Bill"

would print footers on all pages (note the fb) with John at the lower left, Fred centered at the bottom, and Bill at the lower right.

If you want the page number to appear in a header or footer just put the # sign (*shift 3*) inside one of the sets of quotation marks. If

you don't want text to appear in all three locations you must still put in the three sets of quotation marks but put nothing between the quotes where you wish nothing to appear. For example, if you wanted your dog's name at the top left and the page number on the top right of every page your line would look like this:

§ hb"Rover","","#"

To set the number of lines for your headers or footers use hs < n > or fs < n > . Normally, headers and footers take two lines (one for the header or footer and a blank line) If you wanted to change the number of lines to five you would enter:

§ hs5

Finally, you can set the left and right margins for your headers and footers. *Note:* These format codes set the margins for both the headers and footers at the same time. The codes are:

§ Lm < n >Sets the left header/footer margin for all pages

§ Lb < n > Also sets the left header/footer margin for all pages

§ Ll < n > Sets the left header/footer margin for left-side pages

§ Lr < n > Sets the left header/footer margin for right-side pages

§ Rm < n >Sets the right header/footer margin for all pages

§ Rb < n > Also sets the right header/footer margin for all pages

§ Rl < n > Sets the right header/footer margin for left-side pages

§ Rr < n > Sets the right header/footer margin for right-side pages

These are handy if you are printing your document in a book format and you need larger margins where the pages will be bound. The code line might look something like this:

§Ll5:Rl10:Lr10:Rr5

This would set the header and footer margins so that left-side pages will have a left margin of 5 spaces and a right margin of 10 spaces while right-side pages will have header and footer margins set to 10 spaces for the left margin and 5 spaces for the right margin.

To turn off a header or footer after one has been specified use the header or footer format code with no text following. For example:

§ hb

or

§ fb

Other Format Codes

Starting Page Number pn < n >

Normally, when you want to print page numbers in headers or footers ***Write*** begins with page number 1. But if you were printing chapters of a book and each chapter was a different file you wouldn't want each chapter to start with page number 1. With pn < n > you can change the starting page number using the following format code line:

§ pn < n >

For example:

§ pn20

would start printing your document using 20 as the first page number, 21 for the second page, etc.. Note that this is NOT the same as the First Page: number in the *Print Document* window which changes which page to start printing. This code *only* changes the numbers on the pages. So, if you set the page number to 20 and the First Page: number to 1 the first page printed would be the first page of your document but it would have the number 20 in the header or footer. If you set the page number to 20 and the "First Page:" number to 5 then the first page out of your printer would be the fifth page of your document but it would have the number 25 printed in the header or footer.

Eject Page ep

Sometimes you may want to force ***Write*** to start printing on a new page in the middle of a document even though the page may not be filled. At the end of a chapter or section, for example. When you insert an ep format code ***Write*** will stop printing text on the current page, print any footer at the bottom of the paper (if you set one), and then continue printing your document at the top of the next page. The format is simply:

§ ep

Comments cm

If you wish to insert a comment in your document that will not be printed out just use the cm format code. Any text on the same line will only appear on your screen, not on your printouts. Format is:

§ cm<text>

where <text> is whatever your comments might be. Note that ***Write*** ignores *everything* on the line after a cm, so it must be the *last* format code on a line if you are using multiple codes separated

by colons. Better yet, just put your comments on a separate line altogether.

Pause With Comment ps

If you wish to stop your print out at a certain point in the middle of your document (to change print wheels or ribbon colors, for example) use the ps format code. When ***Write*** encounters a ps format code in a document it halts printing and displays your comment on the screen. The comment displayed is any text that you type on the same line after the ps. If there is nothing else typed on the line after the ps then the message will be "Resume Printing." For example:

§ ps Change print wheel now

would cause ***Write*** to halt during the printing process at that point and in a requester box display the words "A) Change print wheel now" and "Click on message or press 'A'" above it. To resume printing just click on the message or press the A key.

"Widow" and "Orphan" Control wo

'Widows' and 'orphans' are side effects of breaking a text file into pages when it is printed, and are usually considered undesirable. A 'widow' occurs when the last line of a multi-line paragraph appears by itself at the top of a page. An 'orphan' is the opposite - the first line of a paragraph stranded at the bottom of a page. Since it is tedious to cope with widows and orphans manually, (by inserting page breaks with the 'ep' format code) after you have done a test print out, ***Write*** provides a way to detect and eliminate widows and orphans automatically. It is:

§ wo+ To turn on widow and orphan control

§ wo- To turn it off

Special Printer Escape codes

If you wish to send special ANSI codes to your printer (sometimes called escape codes) just press the Escape key, the printer code, then the escape key again. When you press the escape key a reverse-field "e" will appear on your screen. A list of available ANSI escape codes should be listed in your printer manual.

Printer escape sequences are sent "raw", without ***Write*** really knowing what they do. So be warned, if you use these sequences your printout might not be formatted correctly.

Not all printer sequences work with all printers. Refer to your printer manual to see what capabilities your printer has.

Hard Spaces Ctrl <space>

Normally ***Write*** will carry the last word on a line down to the next line if it is too long to fit. But there are times when you don't wish to break up particular words. If, for example, you were writing about the ABC News you might not want the "ABC" to appear by itself at the end of a line with the word "News" starting on the next line. To make sure this doesn't happen use a *Ctrl* <space> (hold down the *Ctrl* key and press the space bar) between the words. A solid block will appear instead of a blank. Now, even though ***Write*** will treat the two words as if they were one long word, when you print your document there will be a normal space between the words.

Special Characters

Write supports the complete Amiga character set including those characters not marked on your keyboard. To generate any of the special characters you press and hold either *Alt* key while pressing the desired key. For example, *Alt* plus the e key gives you the copyright symbol ©, *Alt* plus the l key gives you the British pound symbol £. A complete list of the special characters can be found in your Amiga reference material.

You can also generate accented letters in ***Write***. The procedure for accenting letters is slightly different than for the other special characters. You first must press an *Alt* key-accent key combination and then the vowel you wish to have accented. For example, if you press *Alt* and the *k* key simultaneously nothing will appear on the screen, but then press the e key and it will have an umlaut diacritic (two little dots) added above it. The five accents produced this way are:

Alt f	produces an accent acute over the next vowel
Alt g	produces an accent grave over the next vowel
Alt h	produces an umlaut over the next vowel
Alt j	produces a tilde over the next vowel
Alt k	produces a circumflex over the next vowel

Note that just because you can see the special characters and accents on your screen does not mean that your printer can reproduce them. You will have to check your printer manual.

Advanced Find/Replace Features

The *Find/Replace* function can do more than just look for text in your document. You can also look for format codes, paragraph

markers, and escape key marks. To search for or replace these special characters you must use the "caret" symbol (*shift 6*) followed by a character. Here is a list of the special character search codes:

^j	Paragraph marker (¶)
^n	Normal text marker
^B	Bold on marker
^b	Bold off marker
^I	Italics on marker
^i	Italics off marker
^U	Underline on marker
^u	Underline off marker
^e	Escape mark (ESC)
^<space>	Hard space mark

For example, if you wanted to go through your document and italicize all the occurrences of the word "Please" you would enter Please in the Find What: box and put ^IPlease^i in the Replace With: box.

Additional Advanced Commands

Marking Positions

During editing it is sometimes handy to mark a location so that you can return there later without having to search through the document. ***Write*** lets you mark up to four locations using the Function keys one through four. To mark a location in your document just press *Shift F1* (*Shift* and the *Function 1* key), *Shift F2*, *Shift F3*, or *Shift F4*. In the title bar you will see the message "Position Stored" for a moment. Later when you wish to return to that location, just press the appropriate function key. Pressing *F1* will return the cursor to the position marked with *Shift F1*, *F2* will return to the *Shift F2* location, etc..

Advanced Highlighting

You can use the mouse to highlight sections of text (see *Highlighting Text*) but you can also use the Function keys. To highlight a section of text using the function keys move your cursor to the beginning of the section you wish to mark and press *Shift F5* (*Shift* and the *F5* key). In the title bar you will see the message "Start of Highlight Set." Now move the cursor to the end of the section to be highlighted and press *Shift F6*. You will see the

text become highlighted and the message "End of Highlight Set" will appear in the title bar.

You can reuse the *Start* mark again and again if you wish by moving the cursor and pressing *Shift F6* again to mark the new "end of highlight".

Advanced Cut and Copy

When you use the *Cut* or *Copy* functions the highlighted text is stored in the *Clipboard*. Normally, this area is cleared of previous text when these functions are selected, however, you can have text ADDED to the area without erasing what is stored there if you do not use the cursor (arrow) keys. For example, if you highlight a word and select Cut or Copy the word is stored. Now, using only the mouse, highlight a different word or section of text and select *Cut* or *Copy* again. The new text will be added to the end of the previous text. When you select *Paste* both sections of text will be inserted in your document.

Status Bar

If you press *Shift F9* you will see the title bar change. Instead of the name of the document you will see two types information about your document. First, you will see the size of your document in bytes. You can think of bytes as the number of characters in your document (including spaces, paragraph markers, and format codes). Second, you will see a value that tells you where the cursor is within your document as a percentage of the document size.

Keypad

You can use your Amiga keypad either to enter numbers into your text or as another way to move the cursor around your document. To use the keypad for cursor control just press *Alt F8*. This toggles the keypad between cursor control and numbers. When you press *Alt F8* you will see a message in the title bar saying "Num-lock off." If you press *Alt F8* again you will get a message saying "Num-lock on." When the *Number lock* is ON the keypad will let you enter numbers in your text. When the *number lock* is OFF you can use the keypad for cursor movement.

Using the spelling checker directly

Since ***Spell*** is a separate program, you can operate it independently of ***Write***. Start **Spell** by double-clicking on its icon, and then click on the small ***Spell*** window on the Workbench screen, and you will be able to access its menus. From the Project menu, you can check a word or document. This is useful if you don't have enough memory to run ***Write*** and ***Spell*** at the same time; you can create your document, exit

Write, then run ***Spell*** and check the document you've saved. If you select "Batch", the entire document is scanned and a file is created containing all the unrecognized words. This lets you spell-check a document without having to manually accept, reject or correct the unrecognized words one by one as they are encountered; just look through the file generated after the operation has completed. The *Unique* menu option will read a document file and create a list of words used in the file, along with the number of occurrences of each word. The list is sorted in order of most frequent to least frequent occurrences. The *Quit* option quits ***Spell*** only, and does not affect ***Write*** except that spell checking will no longer work. If you are running low on memory, you should quit ***Spell***, since the program is about 90k, and the spelling dictionary takes up over 170k of memory.

The *Dictionary* menu lets you load, save, get information about, or clear a user dictionary. A word is added to the user dictionary every time you click the "Accept & Remember" gadget in the spell-check requester. You can save a user dictionary and load it again in the future. For example, you may wish to make a dictionary of computer terms, one of British spellings, etc. A user dictionary file contains the list of words, one per line - you can create or edit such a file in ***Write***, if you wish. You can see how many words are in the user dictionary by selecting the *Info* menu item.

The *Exceptions* menu is similar to the *Dictionary* menu, but it manages a list of exceptions to the dictionary, rather than additions to it. If there are some words that ***Spell*** accepts, but you would prefer it to reject, you can put these words in a list and load this list with the *Load* menu item. The list can be created as a document in ***Write***, with one word per line (press RETURN after each word).

Special *Spell* options

You can specify default user dictionaries and rejection dictionaries with tool types in the icon or in the command line. These dictionaries will be automatically loaded when Spell is run. The tool types are as follows:

USERDICT=name1+name2...

REJECT=name1+name2...

For example, putting the command 'USERDICT=MyWords' in the icon's tool types would cause ***Spell*** to load in the user dictionary called 'MyWords' from the same directory as the ***Spell*** program. You can specify the entire 'path name' for the dictionary if you

wish. To load more than one file, put a '+' between the file names. For CLI users, the command line options are -u and -r.
e.g. 'run Spell -uMywords+british.dict'.

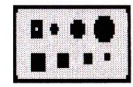
Paint

Amazing graphics - One of the main reason for buying an Amiga in the first place. The ***Amiga-Complete*** provides an easy, yet powerful way to jump right in and start creating pictures on your Amiga. The tools that you will use when working with ***Paint*** are available in two windows: the *Tool* Window, discussed immediately below, and the *Shade* Window, which we'll turn to later on.

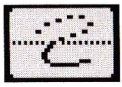
The Tool Window

All of the tools available for painting and writing on screen are shown in this vertical window.

Built-in Brushes



There are eight built-in brushes: four round brushes, starting with a very small circle brush for detailed work, and four square brushes sized from small to large. When ***Paint*** is loaded, the smallest circle brush is automatically selected for you. To change brushes, move the pointer to the new brush and click the left mouse button once. After you have chosen a brush, move the pointer back to the main painting area. The new brush can be seen at the center of the crosshairs that form the pointer. To begin your painting: press and hold the left mouse button while moving the pointer around the screen.



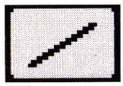
Freehand Draw Tool

This icon has two halves. When you click on the upper half, the dotted-line freehand mode is selected. Drawing in this mode, the brush leaves a trail of dots across the screen rather than a solid, unbroken line. The faster you go, the farther apart the dots will be. Click on the bottom half of the icon to select the continuous-line freehand mode. Continuous-line means that there will be no breaks in the lines that you draw. If you go too fast, the program may take a few moments to catch up, so just slow down a bit.

Text Mode

When you click on this icon a box will appear with space in which you can type, using the Amiga keyboard, up to 64 characters. If you make a typing mistake use the arrow keys to move back and forth in the text area and the backspace and delete keys to erase mistakes. When you finish typing, move the pointer to the *OK* rectangle and click. Your brush will now be whatever you typed. If you change your mind while typing, move the pointer to the *Cancel* box and click. Once you have defined your text, it can be moved anywhere on the screen. Click the left mouse button once to stamp your text onto your computer canvas. You can paint with the words as with any other brush. (You can also try different text fonts by using the *Change Text Font* option in the *Project* menu, described below).

No matter what font you have selected the standard font will be used in the text entry box; your chosen font is used when the text is drawn onto the page after you select *OK*.



Straight Line Mode

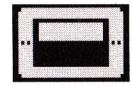
Use this mode to draw perfectly straight lines. Click on the *Straight Line* icon. Then move the brush to where you want the line to start. Press and hold the left mouse button. Then move the brush to where you want the line to end, and release the button. While you move the mouse you will see how the line will look, but it will only be drawn when you release the button.

Airbrush Tool

Select this icon to paint with an 'airbrush' effect. Press and hold the left mouse button in the painting area and whatever brush you have selected will be sprayed onto the screen like drops of paint. The longer you hold down the button without moving the mouse,

the thicker the result will be. You can, of course, move the mouse while spraying in order to create interesting effects or to blend areas of different colors. While the *Airbrush* tool is selected, the size of the Airbrush can be altered by pressing the + and - keys. There are 6 sizes of Airbrush.

Box Tool

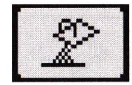


This *Box* icon is split into upper and lower halves. The upper half is used to draw outlined or unfilled boxes while the lower half is used to draw a boxes that are filled with the currently-selected color. After selecting either the top or bottom half of the icon, place the brush where you wish to start one corner of the box. Press and hold the left mouse button, and move the mouse until the box is the size and shape you wish, then release the button. Move left or right to make the box wider or thinner, move up or down to make it taller or shorter. While you move the mouse you will see how the box will look but it will only be drawn when you release the button.

Circle Tool

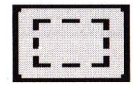
Similar to the *Box* tool, the *Circle* tool lets you create filled or un-filled circles. Select the top half for un-filled circles or the bottom half for filled circles. Place the brush where you want the center of the circle to be, press and hold the left mouse button, move the mouse until the circle is the right shape and size, then release the button to draw the circle. By stretching the circle horizontally or vertically, you can create ellipses. Again, you will see an outline of the circle while you move the mouse but it won't be drawn until you release the button.

Fill Tool



This is an easy way to color without going over the lines. Select this tool, move the pointer to an enclosed area, and click the left button once. The area will be filled with the currently selected color. If the area you want to fill is not completely enclosed, the paint may spill over onto other areas of the screen. If this happens click on the Undo tool (see below), go back and close up any holes, then try again. The fill tool is also a good way to create a new background color for the screen.

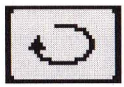
Make Brush Tool



This tool lets you pick up an area of your picture and turn it into a custom brush. Click once on the *Make Brush Tool* icon and it will

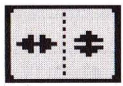
act just like the *Box* tool. Move the pointer to one corner of the area you want to make into a custom brush, press and hold the left mouse button, move the mouse until the box surrounds the object, let go of the button and your new brush will be made. You can now paint lines, airbrush, draw boxes, draw circles, or use the new brush like a rubber stamp to make copies of objects.

If the object you want to pick up is of an irregular shape, wedged between other objects, click on the brush tool twice. The tool will change shape from a perfect square to a square which has one side pushed in. Now move the pointer to a corner of the object you wish to pick up, click the left mouse button, move the mouse, and a line will follow the pointer. Click the left mouse button again and move the pointer. Now you will see an "elastic band" triangle in which the pointer becomes the third point. Each time you click the left mouse button, another corner of the "elastic band" is tacked down. With careful mouse movements and clicks you should be able to outline your custom brush no matter what shape it is. When the object is surrounded double click the left mouse button. It should be noted that large brushes or detailed shapes use a lot of memory. A message will appear to warn you if your Amiga doesn't have enough memory. There are a few ways to get around this. First try making a smaller brush, or if you are using the irregular shape brush tool, try using the regular box brush tool instead. If memory limitations won't allow you to create the desired brush, try taking half of the object at a time.



Rotate Brush Tool

When you start, this icon will be slightly shaded or 'ghosted'. It cannot be used until you create a custom brush. This tool lets you rotate a brush (or text) to any angle around a center point. Click on the *Rotate* tool and move back to the screen. When you press and hold down the left mouse button a box outline will appear of approximately the same size and shape as your brush or text. Keep holding the button and move the mouse - you will see the box turning. When you release the button your brush will be redrawn with its new twist. Note: this process may take a few seconds.

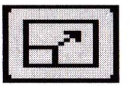


Flip Brush Tool

Two tools in one, the *Flip Brush* tool lets you make a mirror image of a brush by switching left for right (and vice versa) or up for down. Again, until you have created a custom brush or are using text this option will be unavailable for use. Click the left side of the

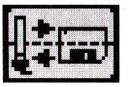
tool once and your brush will automatically be flipped from side to side. Click on the right side of the icon and your brush will be flipped upside down.

Size Brush Tool



This tool allows you to change the size and shape of a brush. Until you have created a custom brush or are using text this option will be ghosted. Click on it once and then move to the screen. Like the *Rotate Brush*, press and hold the left mouse button. A box outline about the same size and shape of your brush or text will appear. When you move the mouse you will see the size and shape of the box change. When you release the button, your brush will be redrawn to this new shape.

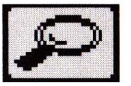
Save/Load Brush Tool



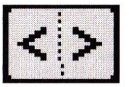
This icon has upper and lower halves. If you are currently painting with a custom brush, and you want to save it to disk: click on the upper section of this tool.

To load a previously saved brush, click on the bottom half of the tool. After selecting the file from the *File* requester, a requester will appear, asking if you want to use the colors of the brush. If you saved a brush from one picture, and load it into another, the palettes may differ. To use the palette of the picture the brush was originally cut from, choose *Ok* on the requester, otherwise, choose *Cancel*.

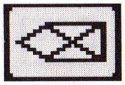
Magnify Tool



This is a useful for detailed work. This tool magnifies a portion of the screen to allow you to make fine touch-ups and modifications. Click on the tool once and then move to the screen. A 'magnifying box' will appear as your pointer. You can change the size of this box by using the *Zoom* Tool: click on the left side to enlarge it, the right to shrink it. Move the box to the area you want to magnify and click the left mouse button. The screen will change after a few moments to give you a magnified view of the area which you outlined with the box. In the lower portion of the screen is a window showing a portion of the unmagnified image corresponding to the area magnified. If you wish to move to another area of the screen, click down and drag on the unmagnified image to change the currently viewed portion of your picture. When you release the button the screen will be redrawn and your new area magnified. On the magnified portion of the screen you

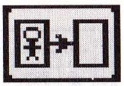


can edit the image, and work on fine details. When you are finished working in the magnified view click on the magnify tool again and the screen will return to normal.



Undo Tool

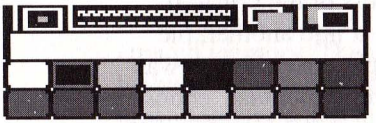
This may be the most valuable tool at your disposal. It allows you to back up one step and to erase the last thing that you did. Click on it once and your screen will return to the way it was before you made that mistake. Be warned, however, that this will only undo the very last thing that you did. So, if you make a mistake on your drawing, click on the *Undo* Tool right away. *Note: Undo does not work when the image is magnified.*



Clear Screen Tool

Click on this tool once and your entire picture will be erased, and you will be ready to start again. If, you decide it wasn't a good idea to erase everything, however, click on the *Undo* Tool right away.

The best way to learn about each of these features is to experiment with them. Save often; if you make a mistake, you can always reload your picture.

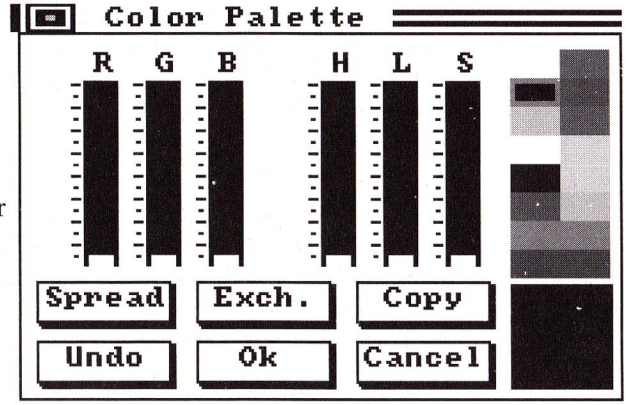


The Color Window

The *Color* Window is used to select the colors with which you will draw. You will see 16 colored boxes on the bottom of the *Color* Window. Choosing one is simply a matter of pointing at the color and clicking the left mouse button. The colored bar near the top of the *Color* Window will change to show you which color is activated. The *Color* Window can be moved around the screen if it is blocking any part of the drawing on which you wish to work. To hide the *Color* Window temporarily, click on the *Close* gadget. To reactivate the *Color* Window when hidden, use the *Show Color* Window option on the *Project* Menu.

The Palette Window

The Amiga is has 4096 different colors and ***Paint*** allows you to use any of them, 16 at a time. Click on the colored bar located near the top of the *Color* Window and the *Palette* Window will appear. In the *Palette* Window there are 16 colors lined up on the right edge, six vertical bars in the center marked "R,G,B" and "H,L,S", six boxes along the bottom marked "Spread, Exch., Copy" and "Undo, OK, Cancel", and finally, at the bottom right, a box showing the currently selected color.



Starting from the left, the first three vertical bars, called sliders, are marked "R,G,B" and allow you to adjust the Red, Green and Blue content of the currently selected color. For example, black (the default color when you start ***Paint***) would have the R,G,B markers located at the bottom, and blue would have the blue marker at the top and the red and green markers at the bottom. To change the red, green or blue content of a color, point at the marker in a slider, press and hold the left mouse button and move the mouse up and down. You will see the color box, located at the bottom right of the window (and anything on your drawing that was painted in that color) change as you slide the marker up and down. If you don't like the result, click on the *Undo* box at the lower left of the screen.

The next three sliders, marked "H,L,S" allow you to adjust the Hue, Luminosity, and Saturation of the color. The hue of a color refers to its position in the spectrum. The spectrum offered in ***Paint*** ranges from red to blue. The in-between shades are organized in the same order as the bands of color in a rainbow. Luminance refers to the amount of light in a color. When the slider is all the way up the light will as white, when it is all the way down the light will be black. Saturation refers to the amount of pure color. For example, a red hue that is fully saturated appears very bright and vivid, and could be made duller and darker by lowering the saturation.

The box marked Spread at the bottom left of the *Palette* window allows you to create a range between two colors. For example, if you want to use several shades of brown, click on the darkest brown color box at the top right side of the window, then click on Spread, and then click on the white color at the bottom of that row. The program will change all the colors between those two colors into different shades of brown. If you did a spread between black and white you would get a selection of grays.

Exch. is used to exchange two colors. This makes it easier to move colors around on your palette. Click on one color, then on the

Exch. box and then click on the color with which you want to change places. This is useful when you want a range of greens but still want to retain some blue, red and brown. Put all the colors you wish to keep on one side. Place the light green and the dark green at the top and bottom respectively of the other row. Then do a spread between these two greens.

Copy is another tool which can be used to move colors around the two rows. Click on the color you want to duplicate, then click on the Copy box, and then click on the spot where you wish to make a copy of the color. Be careful not to erase a color you may want to use later.

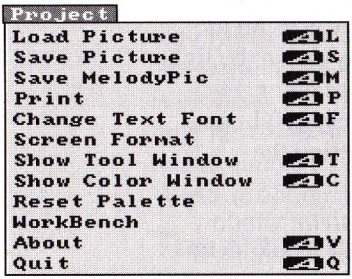
The *Undo* in the *Palette* Window functionally resembles the *Undo* on the *Tools* Window. It allows you to back up a step. If you have just copied red over a nice shade of blue by mistake, click on the *Undo* box to correct it.

If all the colors are the way you want them and you are ready to go back to painting and drawing use the *OK* box. The *Palette* Window will disappear and your new colors will be ready to use.

The *Cancel* box is similar to the *Undo* Tool. If you change your mind about the editing you have done on the palette, it allows you to return to your original colors. ***Paint*** will forget all the color changes you have made, and the *Palette* Window will be closed.

The Project Menu

Project Menu - Load Picture



This item allows you to bring a picture onto the screen that has been previously saved on disk. A *File* requester will open and show you a list of everything that is stored on the default disk drive. (The default drive is the drive from which you started the ***Paint*** program). Not everything in this list is a picture file, but only a picture can be loaded. Pictures often have names that end with the letters ".PIC"; for example "Fish.PIC".

If you have more than one disk drive you can select pictures from either drive by clicking on the appropriate box.

If you change your mind and decide not to load a picture, click on the *Cancel* box to return to ***Paint***.

Project Menu - Save Picture

This menu item saves your current picture onto a disk. When you select this item a *File* requester box, similar to the *Load Picture* requester, will appear. It is wise to name your pictures ending with the word ".PIC", i.e. Fish.PIC. This helps you distinguish pictures from other types of files, when reviewing your disks at a later date.

Project Menu - Save MelodyPic

This menu item combines a picture from ***Paint*** and a musical piece from ***Music*** into a *MelodyPic*. First select the piece of music you wish to attach to your current picture, then select the name under which to save the *MelodyPic* file. Now, when you double click the icon for the picture on the WorkBench screen, the picture will be displayed, and the selected music will play.

Project Menu - Print

Selecting this item will cause the current picture to be printed on the graphics printer selected from within the Preferences tool on the Workbench disk.

Project Menu - Change Text Font

This item allows you to change the font of the text used in your pictures. Select this item and a list of the currently available fonts is displayed. Most fonts will have more than one entry in the list, with numbers after each entry. These numbers refer to the different sizes in which the font is available. Select a font and size, then click on the *OK* gadget. The *Cancel* gadget closes the requester without changing the current font. Any text subsequently added to your picture using the Text Mode Tool will be displayed in the new font. This will not change text that you have already placed on the screen.

Project Menu - Screen Format

This item will bring up a requester from which you can select from different screen resolution by clicking on the buttons labelled 320, 640, 400 and 200. Clicking on the WB button will use a screen with the same dimensions as the current Workbench screen. Clicking on the colors button will cycle through the available number of colors.

Project Menu - Show Tool Window

If the *Tool* Window has been closed then use this option to reopen the window on the screen.

Project Menu - Show Color Window

If the *Color* Window has been closed then use this option to reopen the window on the screen.

Project Menu - Reset Palette

Selecting this menu item reverts the color palette to its default settings. Be warned that this operation can adversely affect the appearance of a picture that uses a customized palette.

Project Menu - Workbench

Use this option if you continually get "not enough memory" messages. ***Paint*** will attempt to shut down WorkBench, and make use of the memory that becomes available. This menu item will only work if ***Paint*** was started from Workbench. When you exit ***Paint***, WorkBench will be reopened automatically. If you only have 512K memory, Workbench is automatically closed for you.

Project Menu - About

This menu option displays the current version of ***Paint***.

Project Menu - Quit

When all is said and done, when the last drop of color has been used, when you have signed your name at the bottom and you have saved the results for posterity - select the *Quit* menu item to return to Workbench. If you have not saved the current version of your picture then a warning message will appear to give you a final chance to do so.

Music

Music is everywhere. When we get up in the morning, when we work, when we ride in elevators. Music is a part of our lives. Some of us are lucky enough and have worked hard enough to learn how to play music. A very few of us compose our own music, for other people's enjoyment or just for our own enjoyment. With ***Music*** you can use your Amiga to create, play, and edit music with very little musical background at all. And if you are fortunate enough to have a MIDI (Musical Instrument Digital Interface) keyboard at your disposal, ***Music*** will even let you play your Amiga creations using the 'instruments' your keyboard provides.

Getting Started

Please note that this section of the manual is not intended to teach you all about music theory, composition, musical notation or much beyond the basics that you will need to get started using ***Music***. If you want to learn more about music there are many fine books that can help. Even if you don't know a note from a knot and can barely hum a tune, you can still have fun with ***Music***. If you don't understand some term or idea don't worry about it. Just keep going, experiment, and remember this, the Amiga has infinite patience. If you like the songs you create here, that is all that counts.

To start ***Music*** just double click on the ***Music*** icon and in a few moments you will see the main screen. We'll take a quick look at each element and then describe each part in more detail.

At the top of the ***Music*** screen is the title bar. On the far right you will see the front and back gadgets common on most Amiga programs (if you are not familiar with gadgets check your Amiga manuals). If you press and hold the right mouse button you will see the that there are three pull down menus: the *Project* menu with options to save, load, and clear songs, the *Edit* menu with options to modify songs, and the *Song* menu with options to change the key and time signatures.

Just under the title bar you will see a blank musical staff complete with treble and bass clef. This is where the notes of your songs are displayed. This is also where you can enter notes directly into a song and edit notes.

Right below the staff is a black slider bar that extends across the entire screen and has arrows at both ends. This is the measure slider and is used to move through the song, measure by measure, or by leaps and bounds. The rectangular slider bar decreases in size as the length of the music increases. Dragging this bar to the left displays measures previous to the measures displayed and dragging it to the right displays measures that follow. Clicking on the arrows display the measures immediately before or after the measures displayed.

Below the measure slider starting on the left side there are a two rows of 18 boxes. The top row has pictures of notes, the bottom row has pictures of rests, a flat, a sharp, and a triplet symbol. These are the objects that you will use to make your songs. Only one of the notes or rests may be selected at a time, while the flat, sharp and triplet may be selected in conjunction with a note or rest to modify it. Whether you are entering notes with the mouse, the computer keyboard, or the on screen keyboard, the type of notes that will appear on the staff will be dictated by the highlighted note value displayed in this area.

Next to these 18 boxes there are six more boxes with pictures of an arrow, small keyboard, more notes, an X, a pair of tied notes, and a trumpet. Each of these are used to change the type of action you want to do while creating songs. These are called the *Action* tools.

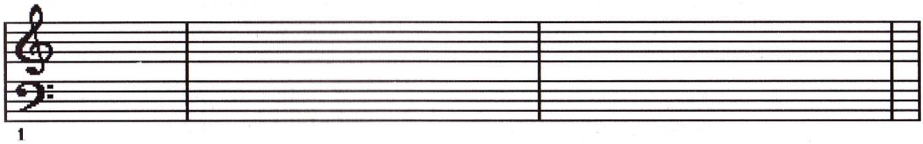
- On the far right you will see three "knobs" marked Volume, Tempo, and Tuning.

- The next four horizontal bars, marked Instrument-1, Instrument-2, Instrument-3, and Instrument-4 are used in selecting the voices used in creating and playing songs. ***Music*** lets you create and play songs with up to four different voices simultaneously.
- At the bottom of the screen you will see what looks like a piano keyboard with 48 keys (28 white and 20 black keys). You can play songs by pointing to keys and clicking the left mouse button. You can even enter music on the staff using this keyboard.
- And finally, just to the right of this screen keyboard are three boxes, with icons representing PLAY, STOP, and CONTINUE. These are your tools for playing back songs showing on the staff.

Now that we have had a brief tour of the ***Music*** screen, let's take a closer look at how each of these pieces are used.

The Staff

If you are familiar with standard musical notation then you already know about the staff. With a few exceptions the staff here acts the same way that you would imagine. All the notes, sharps, flats, and rests of your songs will be displayed on the staff like a standard musical score.



The staff is divided into two parts. The upper set of five lines running across the screen is called the Treble Clef and the lower set is called the Bass Clef. The higher up on the staff you put a note the higher the note will sound.

You will notice beneath the Bass Clef there is a number. This is the number of the first measure that is currently being displayed on the staff. Songs usually consist of a large number of measures. When you fill up the screen, the score will advance to the screen, and the number will change.

You can enter notes on the staff in four ways. First, you can place them there, one at a time using the mouse. This makes it easier to transcribe sheet music directly into ***Music***. Second, you can use the piano keyboard at the bottom of the screen. When you click on a

key the note can be automatically added to the score. Third, you can use the Amiga keyboard as if it were a piano keyboard and have the notes added to the score automatically (note: the *Keyboard* tool must be activated to do this). Finally, you can load an existing song from disk and it will be displayed on the staff.

While creating songs you will only be able to work on one instrument or voice at a time on the staff. When an instrument is selected, its notes are displayed in black, and the other instruments notes are displayed in the background in light blue, but when all the voices are activated at once you will see all the notes of all the instruments. In this mode, each instrument has it's own color - making it easier to see what is going on.

If you don't know anything about standard musical notation don't worry about it. Music will let you create songs "by ear", trying new techniques with the ability to edit out the mistakes. Don't be surprised if after working with Music your knowledge of musical notation and such concepts as harmony and rhythm becomes quite a bit clearer.

Notes

The top row of nine boxes show you the notes that are available in ***Music***. From left to right they are: Whole note, dotted half note, half note, dotted 1/4 note, 1/4 note, dotted 1/8 note, 1/8 note, 1/16 note, and 1/32 note. For the complete novice these are for playing notes of different durations. A whole note will sound for the length of time represented by one measure in the score. A whole note will play twice as long as a half note, a half note will play twice as long as a 1/4 note, and so on. A dotted note plays for one and a half times the duration of the regular note. You pick the length of note you wish to play by pointing at the note and clicking the left mouse button once. The note will then become highlighted. All notes entered from then on, whether placed on the staff directly or played on the keyboards (screen or Amiga) will be of that duration until you pick a different type of note.

To quickly see how this works move the pointer to the Instrument-1 box below and click the left mouse button once (we will talk about the Instrument boxes in detail a little later). The Instrument box should now be highlighted. Now move the pointer to one of the notes (the whole note is a good place to start) and

click the left mouse button once. That whole note gadget should be highlighted. Now move the pointer up to the staff (point near the center of the screen,) and click the left mouse button again. A copy of the note is added to the staff. If you move the pointer up or down and click the left mouse button again, a different note of the same duration will play and will be added to the staff next to the first one. Now select the quarter note and add a few more notes to the staff.

Rests

Just below the nine note gadgets are another nine gadgets. From left to right they are: Whole rest, half rest, 1/4 rest, 1/8 rest, 1/16 rest, 1/32 rest, flat, sharp, and triplet. They are activated the same way that the notes are, just point and click the left mouse button once.

A rest is just a pause in the song where no notes are played. The pauses last the same duration as a note of the same type (a 1/4 rest lasts as long as a 1/4 note would). You place them on the staff the same way you place a note on the staff. Click on a rest, move the pointer to the staff and click the left mouse button again. The rest will be placed where you wish. If you are creating a song with the keyboards (screen or Amiga) you can place rests on the staff by pressing the space bar, a rest will be inserted of a length dictated by the note that is selected, even if what is selected is not a rest. For instance, if you were entering eighth notes, pressing the space bar would insert a eighth rest instead.

Flats and Sharps

Flats and sharps are the black keys on a piano keyboard. You can play a song using only the white keys on a piano. Every once in a while you might want to play a note that falls somewhere between two white keys. If the black key was halfway between a A and a B key it could be called either a A sharp (up 1/2 step from the white A key) or a B flat (1/2 step down from the white B key).

Just select a note and then point to the sharp or flat and click the left mouse button. The note and the modifier (sharp or flat) will both be highlighted. When you place the note on the staff, the desired pitch will play and appear on the staff with the appropriate modifier.

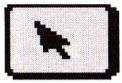
Triplets

A triplet just lets you play three notes in the time it would normally

take to play two. If your song is following a beat - one, two, three, four, one, two, three, four and you put in triplets on the last beats it might look like... one, two, threefourfive, one, two, threefourfive. All notes that are entered when this option is selected will be triplet values of the note that is selected. Now the note will play for the desired duration and appear on the staff with a small 3 under it.

Action Tools

The next set of boxes are used for entering songs and editing them. They are called *action* tools. They are: the *Arrow* Tool, *Keyboard* Tool, *Load Instrument* Tool, and on the second line, the *Join Notes* Tool, *Group Notes* Tool, and *Delete Note* Tool.

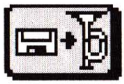


Arrow tool

The first tool we have already been using. The *arrow* tool is simply a pointer. This is the default tool and should be selected (by pointing to it and clicking on the left mouse button) when you are placing notes on the staff.

Keyboard tool

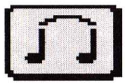
The next tool is the keyboard. This icon is used when you wish to use either the screen piano or Amiga keyboard to enter notes into your musical score. This can make entering music more intuitive, and spontaneous, especially if you are not familiar with musical notation. Again, just point to the tool and click the left mouse button. The tool will become highlighted.



Load Instrument tool

The next tool is used in conjunction with the Instrument bars to load different instruments from disk. Select one of the Instrument bars by pointing to it and clicking the left mouse button then point to the *Load Instrument* tool and click the left mouse button again. A requester box will appear that will let you load a new instrument or sound from disk. From then on when you play that instrument it will have the new sound.

You don't have to have the same instrument in all four voices, you can mix them up as you like. You can also change the instruments used on existing songs to see how they might sound.



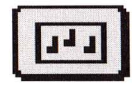
Tie Notes tool

Under the *arrow* tool is a picture of two notes tied at the top. This tool is used to tie notes on the staff that follow one another. This is the way to make a note last longer than its normal duration. Just

point to the *Tie Notes* tool and click the left mouse button to activate it. As you move the pointer up to the staff you will see the pointer change to a plus sign with the word "TIE" underneath. Now point to the first of the two notes you wish to tie and click the left mouse button a line will be drawn on the staff under the notes connecting the two.

You may tie as many notes as you wish this way; just remember to select another *action* tool when you are finished. Untying notes is done using the same process. Just click on the first note of the pair with the plus sign and the tie line will be removed.

Group Notes tool



This tool is used to highlight a series of notes for the cut, copy, and paste editing features described later. To highlight a group of notes just point to the *Group Notes* tool and click the left mouse button. As you move up to the staff the pointer will change to a red box with the word *FROM* underneath. Put the box on the first note of the group you wish to highlight and click the left mouse button. You will see the *FROM* change to the word *TO*. Now move the box to the last note in the series you wish to highlight and click the left mouse button again. All the notes between (and including) the ones you clicked on will turn red indicating that they are now selected. The pointer will again change to read *FROM*. If you highlight another group of notes the first group will no longer be selected.

Delete Note tool

The last tool in the Action series is the *Delete Note* (or X out) tool. If you wish to remove notes from the staff just point to the *Delete Note* tool and click the left mouse button. Now, when you move up to the staff the pointer will change to an X. Put the X over the note you wish to erase and click the left mouse button. The note will be removed. You can erase as many notes as you wish in this way.

Knobs

On the far right of the screen, next to the *Action* tools, you will see three "knobs". They are for adjusting how your songs will sound when you play them back. They act just like knobs on a radio or TV. You will see a white line on each of the knobs indicating it's position. To adjust them just point at the line, press and hold down the left mouse button, and move the mouse in the direction you wish. The three knobs are Volume, Tempo, and Tuning.

Volume

The top knob, marked Volume, controls how loud the song will be played back. Turning the knob clockwise increases the volume and turning it counter-clockwise decreases the volume. As you pass through the bottom point (6 O'clock) the volume will jump from highest to lowest (if turning in the clockwise direction) or from lowest to highest (if turning counter-clockwise). If an individual instrument is selected, then only the volume of that instrument will be affected. If no instrument is selected, then all the instruments are affected equally.

Tempo

The next knob, marked Tempo, controls the rate of the song as it is played back. Increasing the Tempo by turning the knob clockwise will make the song play faster while decreasing the Tempo by turning the knob counter-clockwise will make the song play slower. Again, 6 O'clock (when the line points straight down) is the crossover point from slowest to fastest.

Tuning

The last knob, marked Tuning, lets you adjust the pitch of a song as it is played back. This is useful if, for example, you wish to play along with a song on your violin but Middle C on your violin isn't quite the same as a Middle C played through ***Music***. This also allows you to retune an individual instrument. If an individual instrument is selected then the pitch of only that instrument is affected. If no instrument is selected, then all instruments are affected equally. The range of the tuning knob is one full tone, (the distance in the musical scale between A and B).

The Instrument Bars

The four instrument bars are used to select which voice or part you wish to add notes to. To select an instrument just point at it's box and click the left mouse button once. If another instrument had been selected it will automatically be turned off. When an instrument is selected its notes will be displayed in black, and all other instruments will be displayed in the background in light blue

As soon as you select an instrument the staff will change showing you which notes have already been entered for that instrument. When you want to hear all the instruments play back simultaneously point to the highlighted instrument and click the

left mouse button once to deselect it. None of the instruments should be highlighted any more and the staff will show all of the notes for all of the instruments. Each instrument's notes will be of a different color so you can tell them apart.

The Screen Keyboard and Amiga Keyboard

At the bottom of the screen you can see a piano keyboard. You can enter notes on the staff using the mouse and this keyboard by pointing at the desired key and clicking the left mouse button. When you move the pointer down to the screen keyboard you will notice it change into a picture of a hand with a pointing finger. These 48 keys behave exactly like a piano keyboard except that you can't hit more than one key at a time. The keys on the screen also correspond to keys on the Amiga keyboard.

When the *Keyboard Action* Tool is selected the notes you play are inserted on the staff using the currently selected not value. There is a cursor which follows the notes as they are inserted. This cursor is only visible when the *Keyboard action* tool is selected, or when a song is playing. You can change the position of the cursor by clicking in the staff area, so that you can insert between notes, or anywhere you wish.

You can use either of these keyboards to enter notes on the staff when the *Keyboard* tool is selected. When the *Keyboard action* tool is not selected you can still hear the notes played on the keyboards but they won't be entered on the staff.

Play, Stop, and Continue

Finally there are three boxes at the bottom right corner of the screen, Play - a triangle on a green background, Stop - a square on a red background, and Continue - a pair of lines and a triangle on a green background.

Play

When you point at the Play box and click the left mouse button, the current song will play from the beginning. If only one instrument is selected then only the notes for that instrument will play. The song will continue to play through until it reaches the end of the piece, or until you select Stop. While the song is playing you can select different instruments, change volume, tempo or tuning.

Stop

To stop a song before it finishes (or in a case like that just mentioned above) just move the pointer to the Stop box and click the left mouse button once.

Continue

This button plays the song from the current measure to the end.

Project menu

The *Project* menu, located at the far left of the title bar, has six items: *Clear Song, Clear Instruments, Load Song, Save Song, About,* and *Quit.*

Project menu - Clear Song

When you want to clear the score and start all over again just select *Clear Song* from the *Project* menu. The music that was on the score will be erased. The current selection of instruments will remain unchanged.

Project menu - Clear Instruments

To erase the currently loaded sounds, select *Clear Instruments* from the *Project* menu.

Project menu - Load Song

This item is for loading songs that have previously been saved on disk. When you select this item a requester box will appear where you can select which song you wish to load.

Project menu - Save Song

This item is for when you wish to save a song on disk. When you select this item a requester box will appear where you can specify which disk drive you wish to use and what name you want to give to your song.

Project menu - Save MIDI File

This item will save a song in the standard MIDI file format, which can be read by most MIDI sequencer packages.

Project menu - Print

Selecting this item will print the current screen display to a graphics printer (dot-matrix or laser printer). A requester will appear that lets you abort the print operation while it is in progress. For *Print* to work, your printer must be properly connected and set

up in the Amiga *Preferences* program. If printing does not work properly, make sure your printer preferences are properly set up (consult your Amiga Workbench manual for details about setting printer preferences).

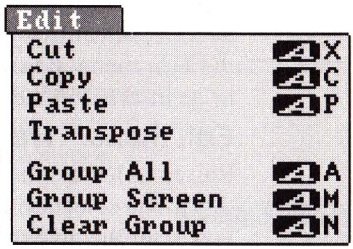
Project menu - About

This item will display the version number of the ***Music*** program.

Project menu - Quit

When the music is over and you give your last curtain call select this item to pack up and go home. If you haven't already saved the song in the score you will be asked if you really want to quit. When you have saved your work the program will exit, returning you to Workbench.

Edit menu



The *Edit* menu contains functions for making changes to songs. There are 6 options here: *Cut, Copy, Paste, Transpose, Group All, Group Screen, Clear Group*. All three of these items work in conjunction with the *Group Notes* tool.

Edit menu - Cut

In order to cut notes from a song they must have already been selected using the *Group Notes tool* or *Group* menu selections. When you select this menu item the grouped notes will be removed from the score, but they are stored temporarily in memory so that they can be "pasted" back elsewhere in the score. Cut provides a method of removing a large number of notes at once. It is also a good way to move groups of notes from one place in a score to another.

Warning: Even though the notes are stored when you perform a cut, the next cut or copy will erase any notes previously held in memory.

Edit menu - Copy

Copy stores a copy of a group of notes temporarily in memory. Select the group of notes using the *Group Notes* tool. Copy works in a manner similar to cut, except that the selected group of notes remains in the score. To put a copy of the group in another part of the score you must use the *Paste* option.

Edit menu - Paste

This will insert a copy of whatever notes are currently stored in temporary memory into the score. A group of notes must have already been cut or copied before you can use *Paste*. When you select Paste you will return to the main screen and the pointer will now be a plus sign above the word "TO". Move to the part of the score where you wish the group to be inserted and click the left mouse button. The group of notes will be inserted at that point. You can Paste the same group of notes into the score as many times as you wish. When cut or copy is used again the old group will be replaced by the new group.

The whole procedure for making a copy of a group of notes is as follows. First, highlight the group using the *Group Notes* tool. Second, select *Copy* from the *Edit* menu. Third, select *Paste* from the *Edit* menu. Fourth, select where you wish the copy of the group to be inserted in the score.

Edit menu - Transpose

Raises or lowers the pitch of the notes that are highlighted. When this menu selection is chosen, a requester appears asking whether you want the notes transposed up or down, and the amount of transposition in semitones.

Edit menu - Group All

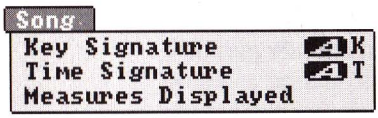
This option groups all the notes of the currently selected instrument. If no instrument is selected, this option has no effect. This is identical to using the *Group Notes* tool to group the entire track.

Edit menu - Group Screen

This option is similar to the above, except that instead of grouping all the notes, it groups the all the notes on the screen for the selected instrument.

Edit menu - Clear Group

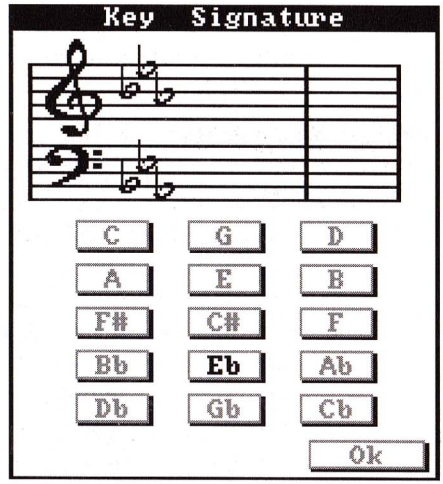
This option clears the currently selected group, so that no notes are highlighted.



Song menu

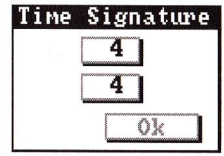
There are three items here: *Key Signature, Time Signature,* and *Measures displayed.*

Key Signature



When you select the *Key Signature* option on the *Song* menu a requester box will appear on the screen. Here you will see a small version of a musical staff and 16 boxes below it. Fifteen of the boxes, arranged in a grid, are for selecting what musical key you want to create your songs in. To pick a key just point to it and click the left mouse button once. You will see the appropriate sharps and flats appear on the staff at the top of the box. (The default key signature is the key of C which has no sharps or flats). The sixteenth box, marked *OK* is for when you are finished selecting the key. Just point to this box and click the left mouse button to exit the Key Signature box and return to the main screen.

Time Signature

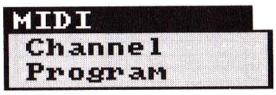


When this item is selected from the *Song* menu a requester box will appear with three boxes inside. Here you can change the *Time Signature* you wish to use when creating new songs. The top two boxes should read 4 and 4 (unless you have loaded a song from disk already). To change the values of these two boxes just point in the box and click the left mouse button. Use the backspace key to erase the current value and enter the new value on the Amiga keyboard. For example to create a song in 3/4 time just click in the upper box, backspace over the four, press the "3" key, and press return. When you are finished move the pointer to the *OK* box and press the left mouse button to return to the main screen.

Measures Displayed

Music can display as many measures of music on screen as you wish. For songs with long note values (i.e. whole notes) it would be convenient to see many measures on screen, while for songs with thirty-second notes anything more than 1 measure at a time would be cluttered. When the *Measures Displayed* menu option is selected a requester appears with a box containing the current number of measures displayed. To change the value, click the mouse inside the box and use the backspace key to erase the

current value. Then type the number of measures you wish to display and type return. Click on the *OK* box when you are finished.



MIDI menu

'MIDI' (for "Musical Instrument Digital Interface") is a standard that has been developed by the electronic music industry to allow electronic instruments to communicate with each other. With MIDI, the components of a musical composition - duration, tempo, pitch, and timbre - can be manipulated and transformed individually in many ways. MIDI also makes it possible to combine and interweave separate musical strands from a number of different sources.

Music's MIDI capability allows you to use your Amiga for creating and editing the notes that make up a musical composition, then send the result to a MIDI keyboard so that you can take advantage of the instrumental voicings the keyboard provides. For more details on MIDI, and the capabilities of your individual keyboard, please consult the keyboard manufacturer's documentation.

The two items on the MIDI menu let you specify which MIDI 'channel' each of your ***Music*** instruments should be sent out on, and which 'program' - generally meaning an instrumental sound should be used on that channel.

MIDI menu - Channel

Selecting this item brings up the *MIDI Channels* requester, on which you can select which MIDI channel each of your four ***Music*** instruments will be sent out on. You may choose channel numbers from 1 to 16. After you have entered the channel numbers in each of the four string gadgets on this requester, click *OK*.

MIDI menu - Program

This item brings up the *MIDI Programs* requester. Here you specify which 'program' is to be associated with each of the four ***Music*** instruments. Valid program numbers range from 0 to 127. Once you have set the four string gadgets on this requester, click *OK*.

Games

The three programs we've looked at so far are designed both for creative expression and for serious work. Now it's time to have some good, old-fashioned fun.

The two games included as part of your ***Amiga-Complete*** package include:

- ***Silhouette*** - a brain-teasing pattern-matching puzzle that just incidentally doubles as a fascinating psychological test.
- ***Intrigue*** - an elegantly simple solitaire strategy game that every member of the family can enjoy.

Start these games in the usual way by inserting the disk in your Amiga's main drive (df0:), double-clicking the Games disk, and double-clicking the icon of the game you wish to play.

Silhouette

Silhouette is a computer implementation of the classic peg in the hole intelligence and co-ordination tests from psychology. It will never stop challenging you because you play to beat your previous score, as well as that of others who have played the game before you. Because you play at your own pace, the game can be enjoyed by all ages.

Details of Play

The game begins by presenting you with a greeting screen and a request to enter your name. Move the mouse sideways along the alphabet display to highlight the first letter of your name, then click to record that letter. Repeat this operation until your name has been entered, then start the game by moving all the way to the right and clicking again.

As play begins, the program will sort through a set of negative shapes ('holes'), each different from the others, 'shuffling' them onto the screen. After the shuffle is complete, an object that matches one of these shapes will appear in the center of the screen. Your mouse controls a hand-shaped tool which you must move over the object. Press the left mouse button to 'pick up' the object, and continue holding the button down as you drag the object over the one hole into which it will fit. Now let go of the left mouse button. If you have chosen the correct hole, the shape will drop into place and the next object will appear in the center of the screen.

Continue to put the objects in their holes until all the holes are filled. When you have finished, or after 60 seconds even if you have *not* finished, you will automatically be moved on to the next level. Each level is harder than the one before.

At the end of the sixth level you will be presented with a screen that reports on your efforts. Your time is calculated for each level for each object on the level and overall. Normal times are displayed and compared to yours. The lower your time, the better you have done. A brief conclusion is made about your general intelligence. Exit this screen by clicking the left mouse button and you will be presented with the Hall of Fame screen showing the lowest ten times to have been played. On this screen is a set of options to allow you to continue. Selection is made by moving the mouse back and forth until the choice you want is highlighted, then pressing the left mouse button.

Pausing, Restarting, Quitting

At any time during play you may pause the action by pressing the right mouse button. This also presents you with options for restart, sound control, new player, or quitting.

Puzzle Version

One of the restart options is *Puzzle Version*. By highlighting this item, play restarts at level 1, but instead of objects and holes, you

play with pictures. The 'objects' in this version are then cookie-cuts of the pictures. Some players find this easier, some harder. Try it and see what you think. The pictures we have included are digitized 16-color images of famous paintings by Cézanne, Dali, Monet, Pontormo, Seurat and Turner. You can use your own pictures as long as they are 16-color IFF pictures. Some painting programs do not work well with ***Silhouette***, especially the newer, animation-capable programs. Use one of the 'old standards' and you will have no problem. Change the name of the pictures to *le1p*, *le2p*, *le3p*, *le4p*, *le5p* and *le6p*. Copy them to the *pcs* directory on your working copy of the ***Silhouette*** disk. If you are not experienced in these matters, study your computer manual or get a knowledgeable friend to help. If you are really adventurous, you can also edit the object shapes and the playing boards. They are (and must remain) located in the *pcs* directory also.

Feel free to experiment, just make sure that you are working on a *copy* of the original disk. That way, if you make a mistake, you can always go back to the original version. You can make ***Silhouette*** ever more challenging, entertaining and personalized by using your own imagination.

Scoring

Scoring is based on the fastest times. The best ten scores are saved to disk in the ***Silhouette*** Hall of Fame, so the disk must be write enabled and left in the drive during play.

Defaults

You can change the default start-up settings of the game through a very simple procedure. Insert the disk in the drive and double-click the disk icon. When the window opens, click on the game icon once to 'select' it. Now from the Workbench menu select *Info*. The Tooltypes can be changed as follows:

- OBJECTS=TRUE means the game will start in the object mode. If you change this to OBJECTS=FALSE, the game will start using the pictures mode.
- SOUND=TRUE means the game starts with the sound on. If you change this to SOUND=FALSE, the game will start with no sound, except at level changes.
- PITCHCHANGE=TRUE means that the sound increases as time goes along. If you change this to PITCHCHANGE=FALSE, the sound will remain constant.

To change these settings, edit the Tooltypes requester as indicated,

and select the *Save* option from the Info window. They may of course be changed back by the same process.

Intrigue

This is a strategy game that is challenging and addictive, elegant in design and deceptive in its simplicity. The player's goal is to remove all of the tiles from the board, one at a time. Three levels of difficulty are available with the simplest for younger players, or for learning the specific strategy that is required to master the game. The second level is much more demanding, requiring the player to look far ahead. It is suggested that most play be on this level. For those that are interested in a real challenge, the third level is available. A help option is provided that can be used at any time to help you plan your future moves. All values on the board may be automatically tracked.

Details of play

The game begins by presenting you with a greeting screen. Start the game by clicking the left mouse button.

As play begins you will see the playing board, which is rapidly covered with 95 tiles. These tiles each have two values, one at either end. Your goal is to remove all these tiles from the board. Those tiles at the edge of the board all have at least one end that is not completely surrounded by other tiles. Click on one of these with the left mouse button. The tile is removed from the board and appears at the lower right. The value on the tile's upper half is now highlighted. This value is the opposite end of the one you chose, and is now the 'value to match'. Select the menu item *Help/Show all matches*. This highlights all tiles on the board that have a free end whose value matches the 'value to match'. It can be used as often as desired. As you can see, you may choose from many tiles. By clicking on one of these with the left mouse button, it will be removed from the board and dropped to the bottom right hand corner of the screen. The value on the end opposite from the one you chose will now be the new 'value to match'.

During Play

In this way, you maintain control of the next value you must match. You must try to avoid the situation where the tile you choose has a value on the other end that does not have a matching free value left on the board. As the number of tiles remaining on the board decreases, the possibility of this happening increases.

You must be more and more aware as the game progresses of what values remain and whether they are free.

Tracker

To help you in this, choose the *Intrigue/Tracker* menu item. A small window opens up in the lower left of the screen that shows you just how many of the different values are remaining on the board. As you select tiles, these numbers keep an accurate count and may be referred to as an aid in clearing the board.

Restart Options

Under the *Difficulty* menu there are three restart options: *Restart: Easy*, *Restart: Medium*, and *Restart: Hard*. They do exactly what they say. Another menu selection is *Intrigue/Restart*, which restarts at the current level. The default initial level is *medium*.

Strategy

Here are some strategy hints that will prove useful in playing ***Intrigue***:

- When removing a tile from the board, try to free more values than you are taking away. you can 'eat' your way into the center of the board from several positions.
- Clearing the board of any one symbol type increases your control over the board, and your chances of winning.
- Not all boards are solvable on the higher level. Learn to identify these.
- Do not expect to master the game until you have played many times. You can be pleased with yourself when you leave only two or three tiles on the board on the third level.

Default

You can change the default start-up setting of the game through a very simple procedure. Insert the disk in the drive and double-click the disk icon. When the window opens, click on the game icon once. Now select *Info* from the *Workbench* menu. The Tooltypes can be changed as follows:

- LEVEL=MEDIUM means the game will start in the medium level of difficulty. Your other choices are LEVEL=HARD and LEVEL=EASY.

To change these, edit the Tooltypes requester as indicated and select the *Save* option from the *Info* window. They may of course be changed back through the same process.

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Appendix A: Shortcuts

Music - Keyboard Short Cuts

Many commands and tools in ***Music*** are accessible through individual keys, or combinations of keys.

Tools

Key(s)	Command/Tool
F1	Whole Note
F2	Dotted Half Note
F3	Half Note
F4	Dotted Quarter Note
F5	Quarter Note
F6	Dotted Eigth Note
F7	Eigth Note
F8	Sixteenth Note
F9	ThirtySecond Note
Del	Delete Last Note
Space Bar	Insert Rest of Current Note Duration
Esc	Deselect Current Instrument

Menus

Key(s)	Command/Tool
Right Amiga L	Load Song
Right Amiga S	Save Song
Right Amiga X	Cut
Right Amiga C	Copy
Right Amiga P	Paste
Right Amiga A	Group All
Right Amiga M	Group Screen
Right Amiga N	Clear Group
Right Amiga K	Key Signature
Right Amiga T	Time Signature

Paint - Keyboard Short Cuts

Tools

Key(s)	Command/Tool
d, D	FreeHand Draw (Continuous line)
h, H	FreeHand Draw (Dotted line)
v, V	Straight Line
a, A	AirBrush
=, +	Increase Airbrush Size
_,-	Decrease Airbrush Size
r	Open Rectangle
R	Closed Rectangle
c	Open Circle
C	Closed Circle
f, F	Fill
s, S	Scale Brush
y, Y	Flip Brush Horizontally
x, Y	Flip Brush Vertically
b	Create Custom Brush
B	Use Last Custom Brush
m, M	Magnify
<, comma	Decrease Magnification
>, period	Increase Magnification
u, U	Undo
k, K	Clear Screen
[, {	Advance to Next Color
], }	Advance to Previous Color
F10	Show/Hide Title Bar
Alt r, Alt R	Rotate Brush
Alt b	Load New Brush

Menus

Key(s)	Command/Tool
Right Amiga L	Load Picture
Right Amiga S	Save Picture
Right Amiga Q	Quit
Right Amiga M	Save MelodyPic
Right Amiga F	Change Text Font
Right Amiga T	Show Tool Window
Right Amiga C	Show Color Window
Right Amiga V	About

Write - Keyboard Short Cuts

Tools

Key(s)	Command/Tool
Shift F1	Mark First Position in Document
F1	Move Cursor to First Marked Position
Shift F2	Mark Second Position in Document
F2	Move Cursor to Second Marked Position
Shift F3	Mark Third Position in Document
F3	Move Cursor to Third Marked Position
Shift F4	Mark Fourth Position in Document
F4	Move Cursor to Fourth Marked Position
Shift F5	Start Highlight Region
Shift F6	End Highlight Region
Shift F9	Show Status Bar
Alt F8	Num-Lock On/Off
Right Amiga N	Normal Text
Right Amiga B	Bold Text
Right Amiga b	Bold Off
Right Amiga I	Italic Text
Right Amiga i	Italic Off
Right Amiga _	Underlined Text
Right Amiga -	Underline Off
Shift Left Arrow	Start of Line
Shift Right Arrow	End of Line
Ctrl Up Arrow	Start of Document
Ctrl Down Arrow	End of Document
Alt Up Arrow	Up Screen
Alt Down Arrow	Down Screen
Shift Up Arrow	Up Paragraph
Shift Down Arrow	Down Paragraph

Alt Left Arrow	Previous Word
Alt Right Arrow	Next Word
Ctrl C	Center Cursor on Screen

Menus

Key(s)	Command/Tool
Right Amiga L	Load
Right Amiga S	Save
Right Amiga Z	Save As
Right Amiga K	Print
Right Amiga \	Erase All Text
Right Amiga V	About...
Right Amiga Q	Quit
Right Amiga X	Cut
Right Amiga C	Copy
Right Amiga P	Paste
Right Amiga H	Clear Highlight
Right Amiga Y	Highlight All
Right Amiga F	Find/Replace
Right Amiga A	Search Again
Right Amiga 3	Toggle Insert Mode
Right Amiga M	Toggle Paragraph Marking
Right Amiga W	Date Format dd-mm-yyyy
Right Amiga E	Date Format mm-dd-yyyy
Right Amiga R	Date Format yyyy/mm/dd
Right Amiga D	Date Format Month Day, Year
Right Amiga 7	Left Justify
Right Amiga 8	Center Justify
Right Amiga 9	Right Justify
Right Amiga 0	Flush Justify

Appendix B: License

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